DOCUMENT TRACKING AND MANAGEMENT SYSTEM

OVERVIEW

- **DTMS IS A DOCUMENT ENTRY AND MAINTENANCE SYSTEM THAT ELIMINATES THE REQUIREMENT FOR THE GENERATION OF PAPER DOCUMENTS, REDUCES THE OPERATIONAL COSTS AND REQUIREMENT TO PHYSICALLY TRANSPORT DOCUMENTS BETWEEN ADMIN AND DISBURSING SITES.**

- **TWO AVAILABLE DOCUMENTS: NAVMC 11116 AND NAVMC 11060**

- **WEB ADDRESS: HTTPS://207.133.68.130/DTMS**

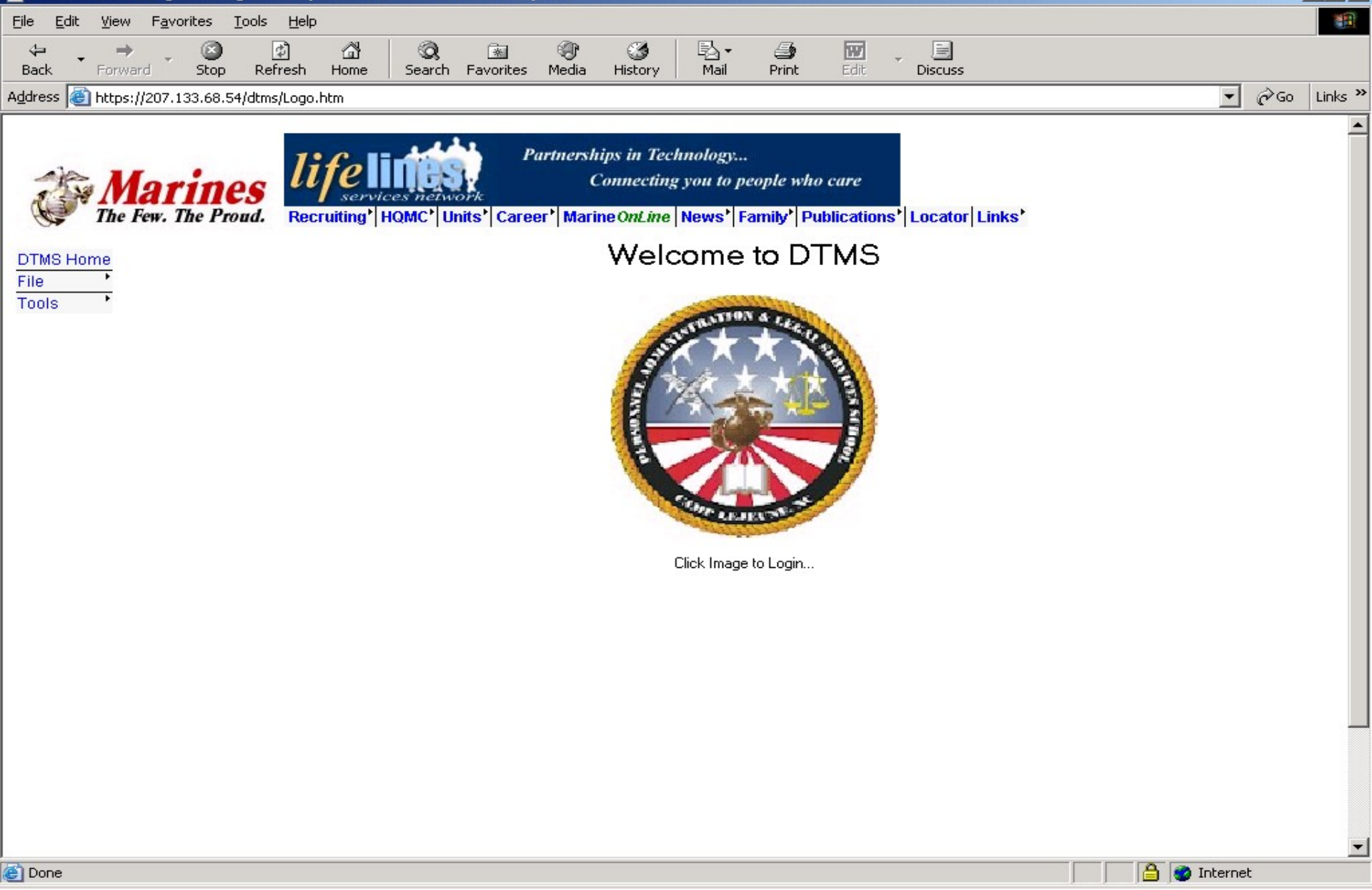
DOCUMENT TRACKING AND MANAGEMENT SYSTEM

REQUIREMENTS

- **UDMIPS ELSIGS**
- **ACCESS TO A COMPUTER WITH INTERNET**
- **DOCUMENT SCANNER**

ELSIG UPLOAD

Before you can use the DTMS system you must upload your UDMIPS elsigs.


File Edit View Favorites Tools Help
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Address https://207.133.68.54/dtms/Logo.htm
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DTMS Home
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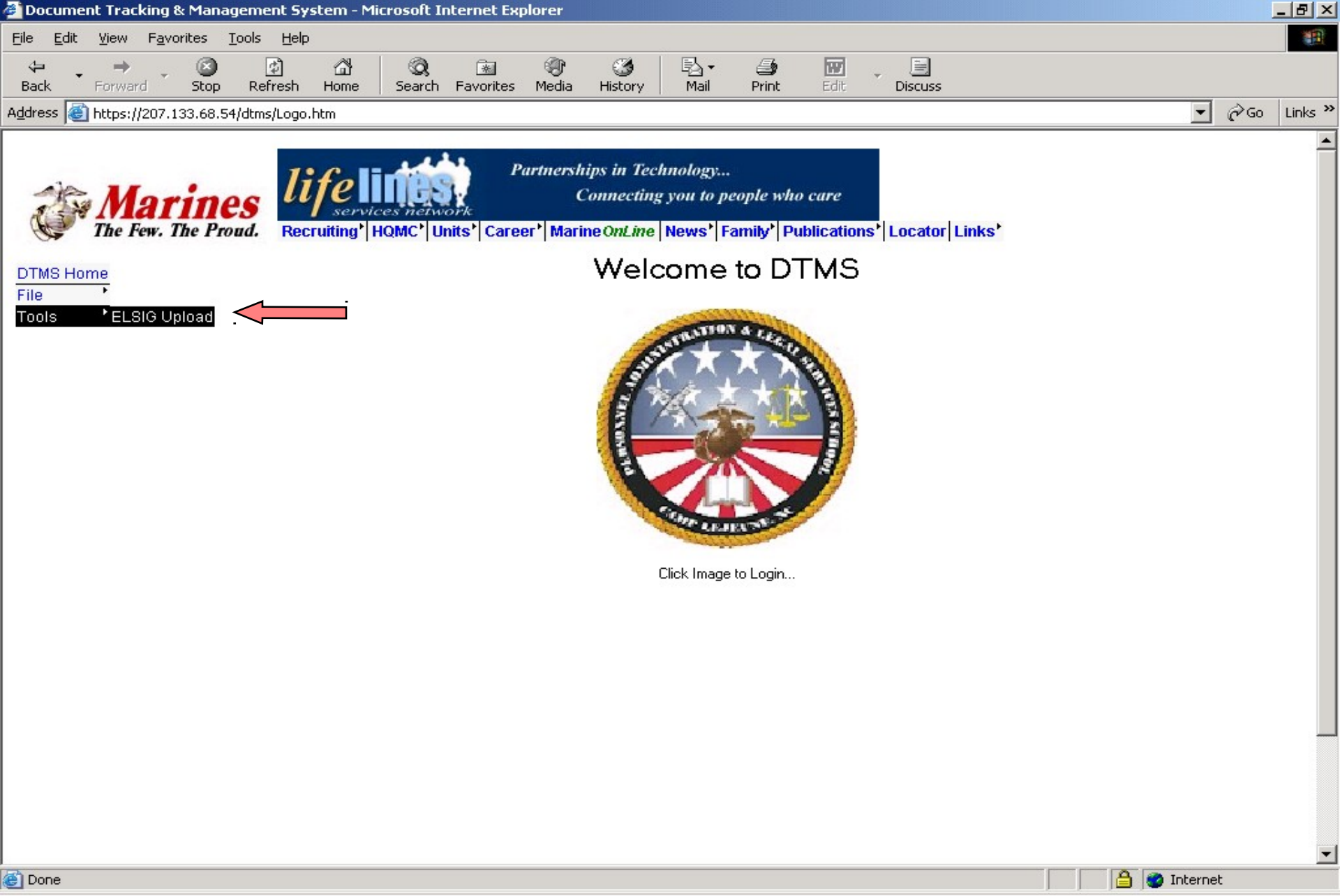
Tools
Welcome to DTMS
Click Image to Login...
Done
Internet

Log into DTMS using the following web address: https://207.133.68.13


Document Tracking & Management System - Microsoft Internet Explorer
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Tools
ELSIG Upload
Welcome to DTMS
Click Image to Login...
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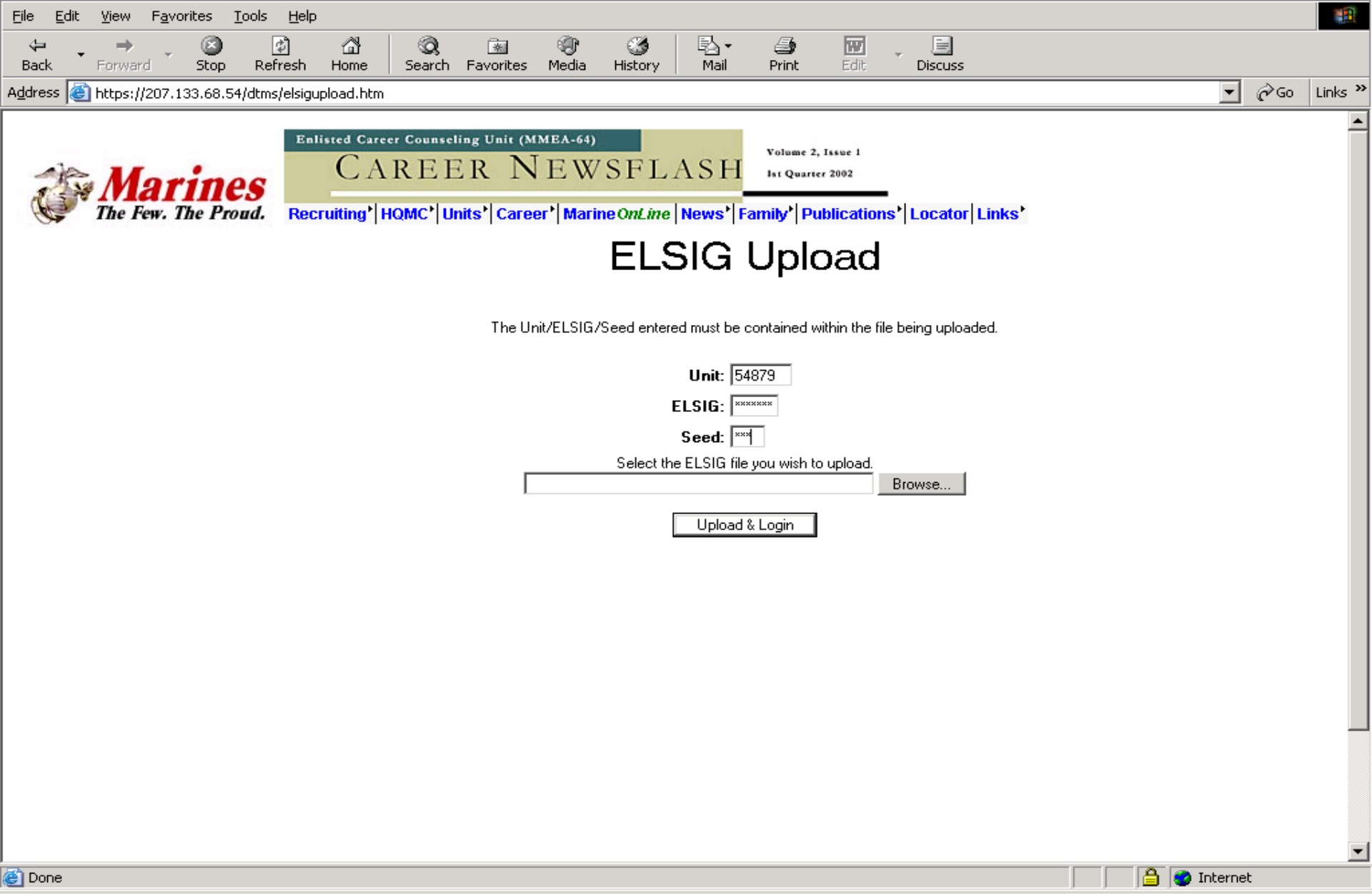
Internet

Click on Tools then ELSIG Upload


File Edit View Favorites Tools Help
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Address https://207.133.68.54/dtms/elsigupload.htm
Go Links
Marines
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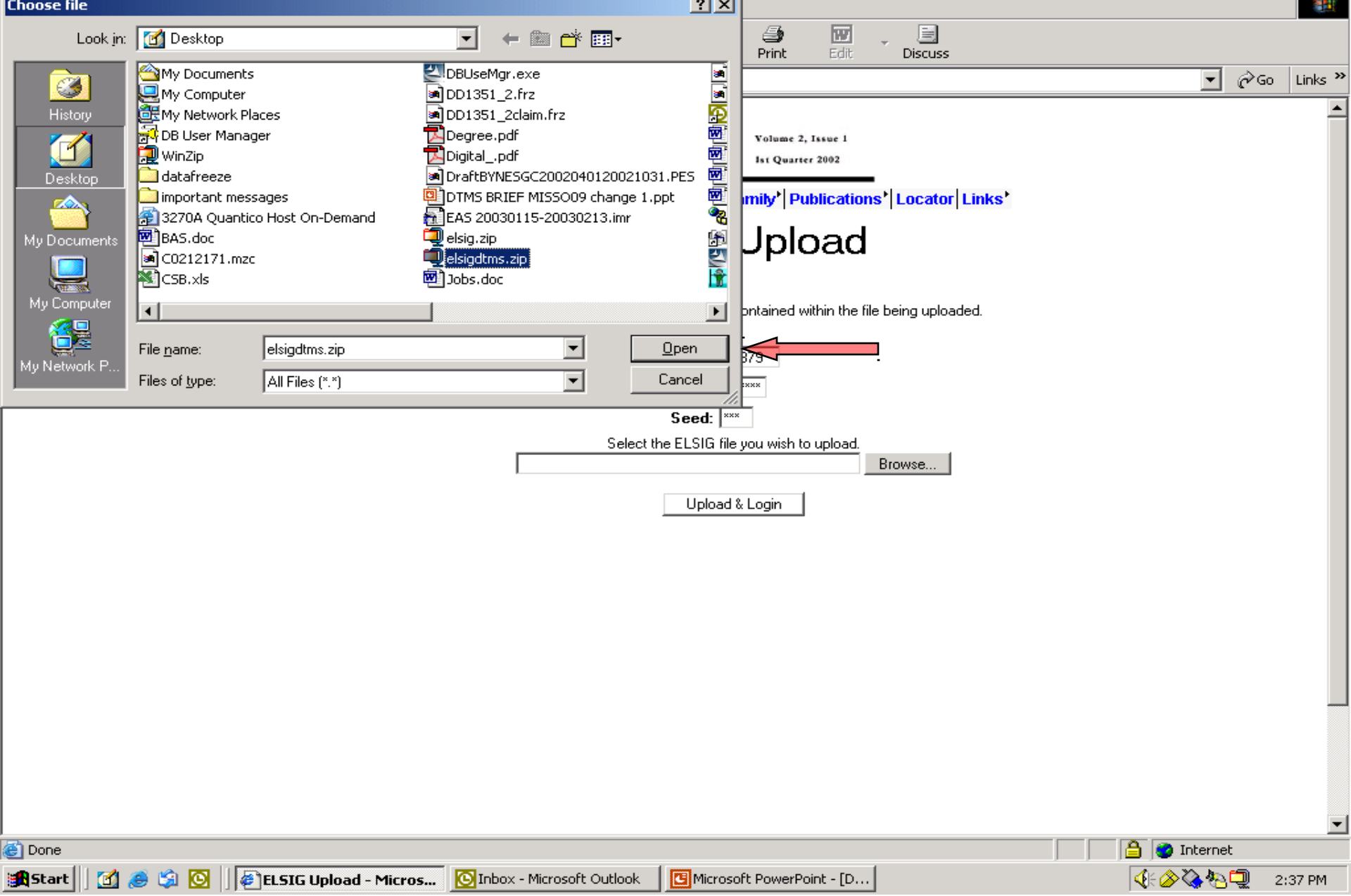
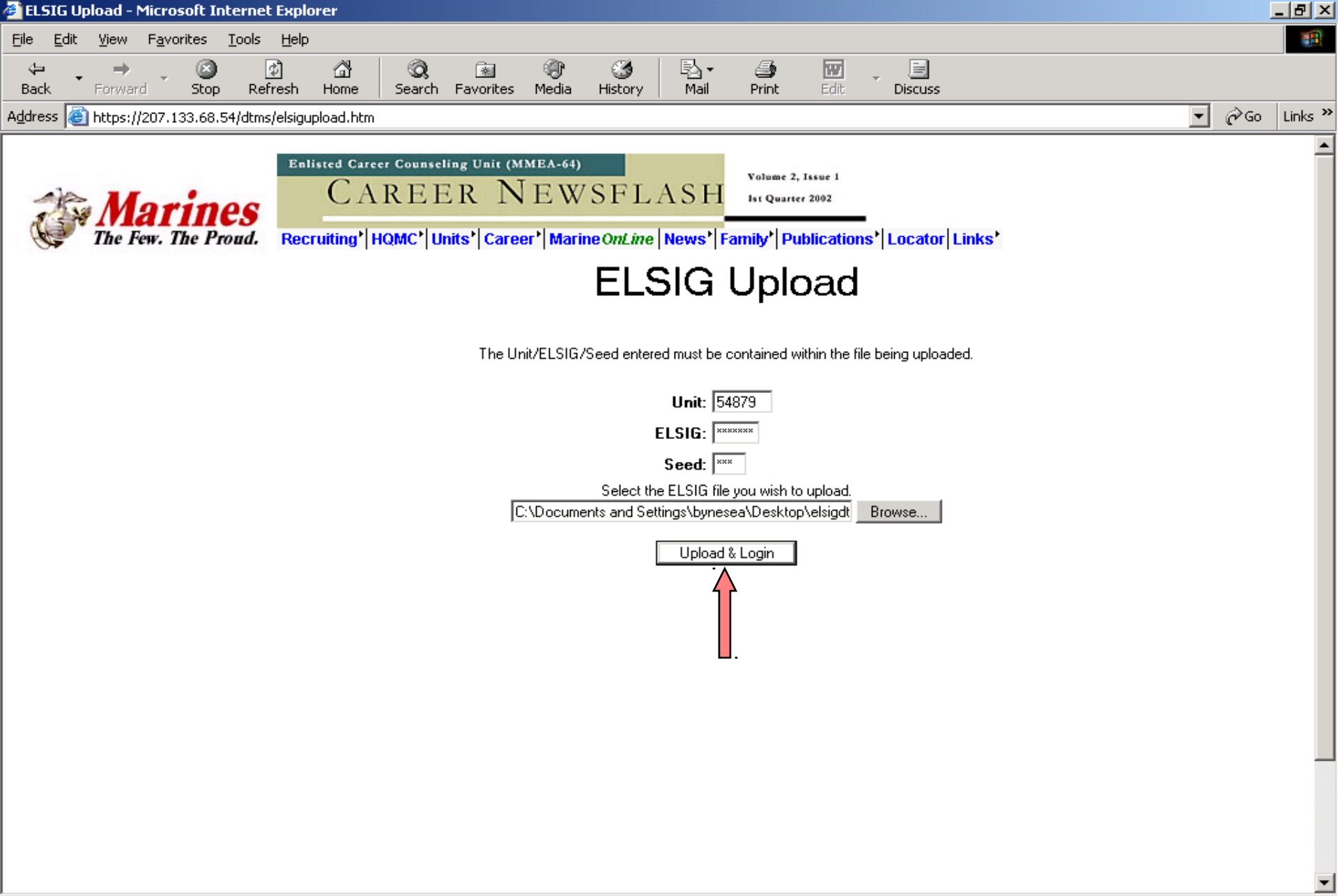
Enlisted Career Counseling Unit (MMEA-64)
CAREER NEWSFLASH
Volume 2, Issue 1
1st Quarter 2002
Recruiting | HQMC | Units | Career | Marine OnLine | News | Family | Publications | Locator | Links
ELSIG Upload
The Unit/ELSIG/Seed entered must be contained within the file being uploaded.
Unit: 54879
ELSIG: *******
Seed: ***
Select the ELSIG file you wish to upload.
Browse...
Upload & Login
Done
Internet

At the ELSIG Upload screen type you RUC ELSIG and seed in the appropr



Click the Browse button and locate your ELSIG file and click open


ELSIG Upload - Microsoft Internet Explorer
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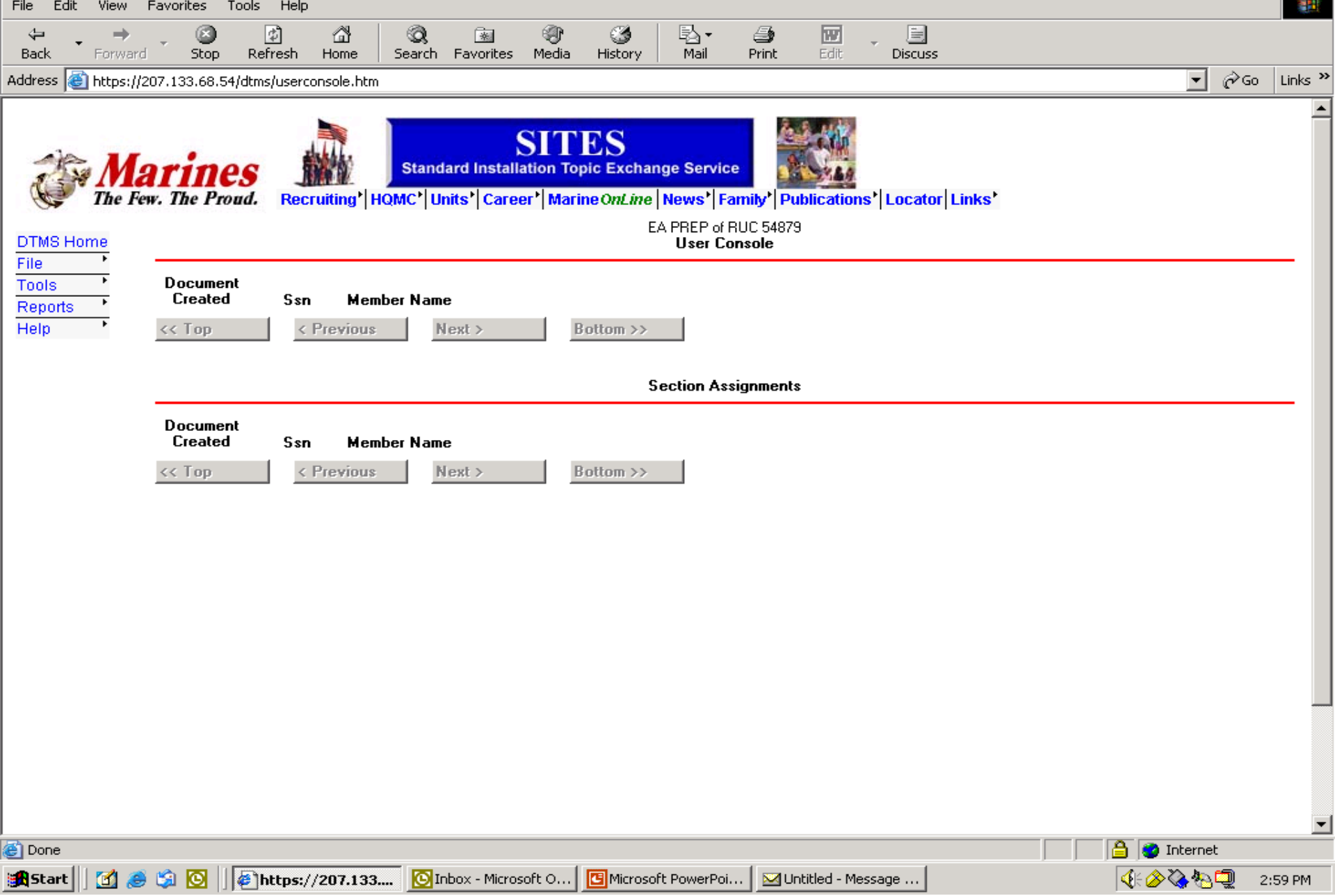
Unit: 54879
ELSIG: *******
Seed: ***
Select the ELSIG file you wish to upload.
C:\Documents and Settings\bynesea\Desktop\elsigdt
Browse...
Upload & Login
Done
Internet

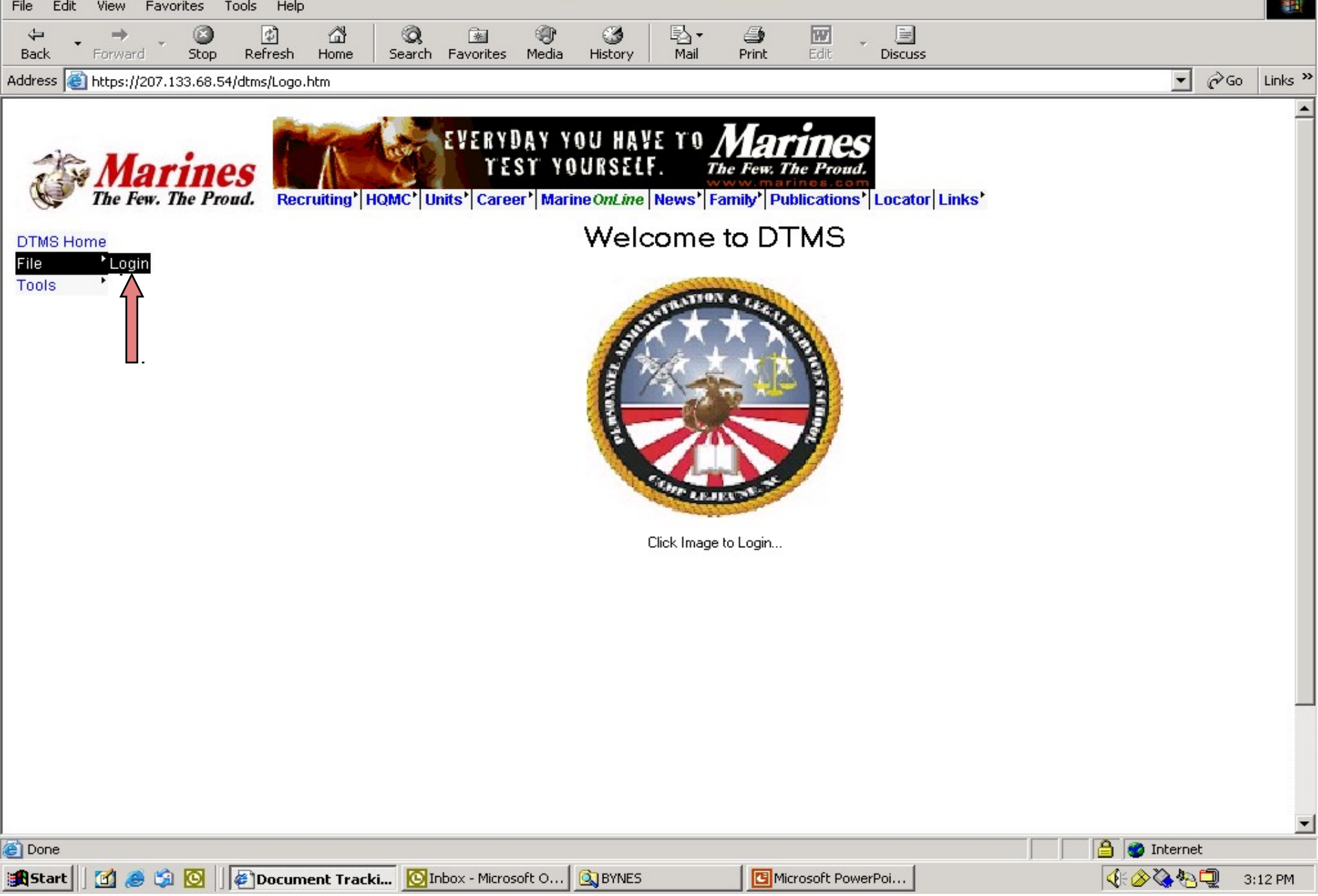
Once the file is populated click on the Upload & Login button



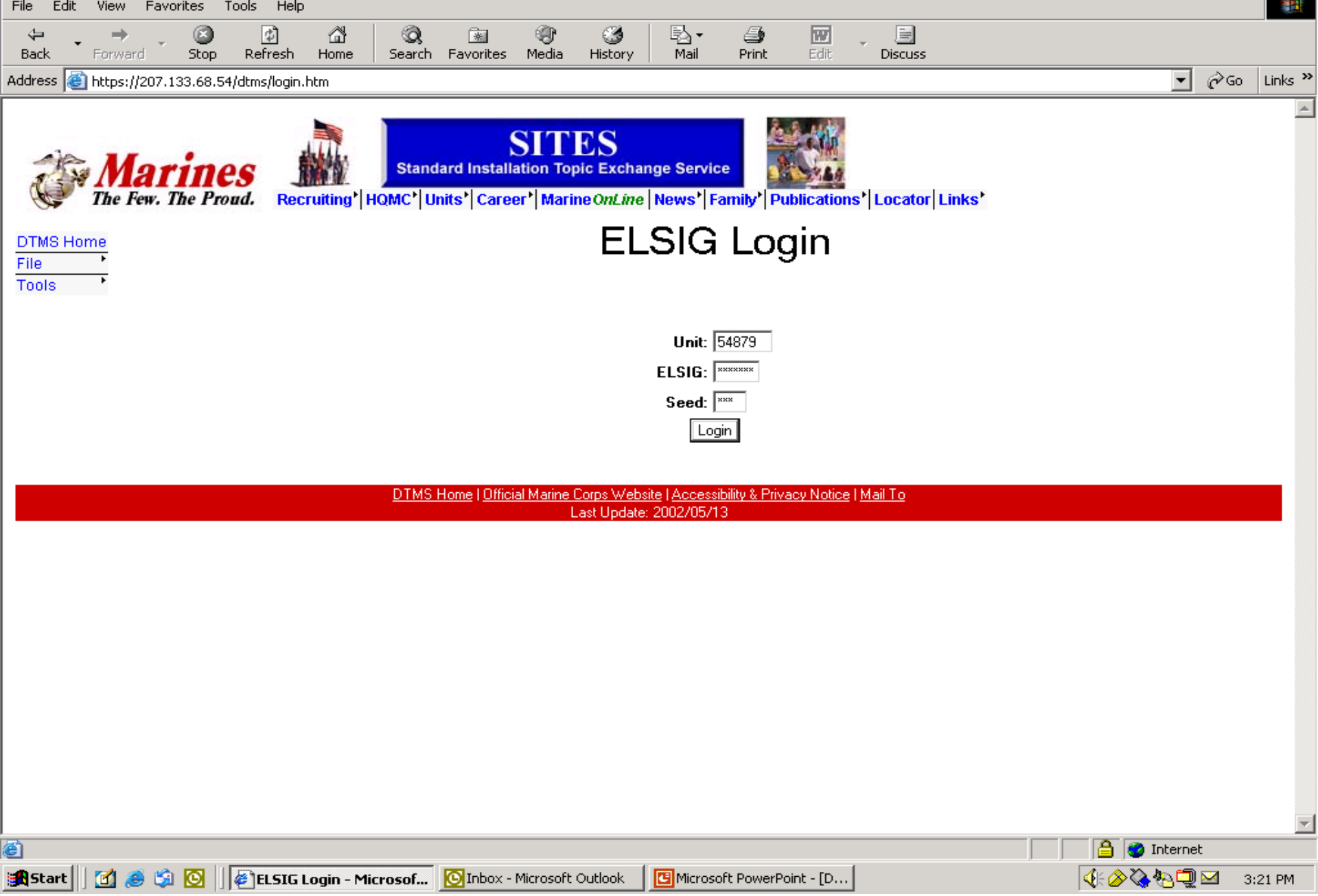
The upload process is complete

PREPARERS ACTION

Preparing a NAVMC 11116



Log into DTMS by clicking on file and Login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Unit: 54879
ELSIG: *******
Seed: ***
Login
DTMS Home | Official Marine Corps Website | Accessibility & Privacy Notice | Mail To
Last Update: 2002/05/13
Internet
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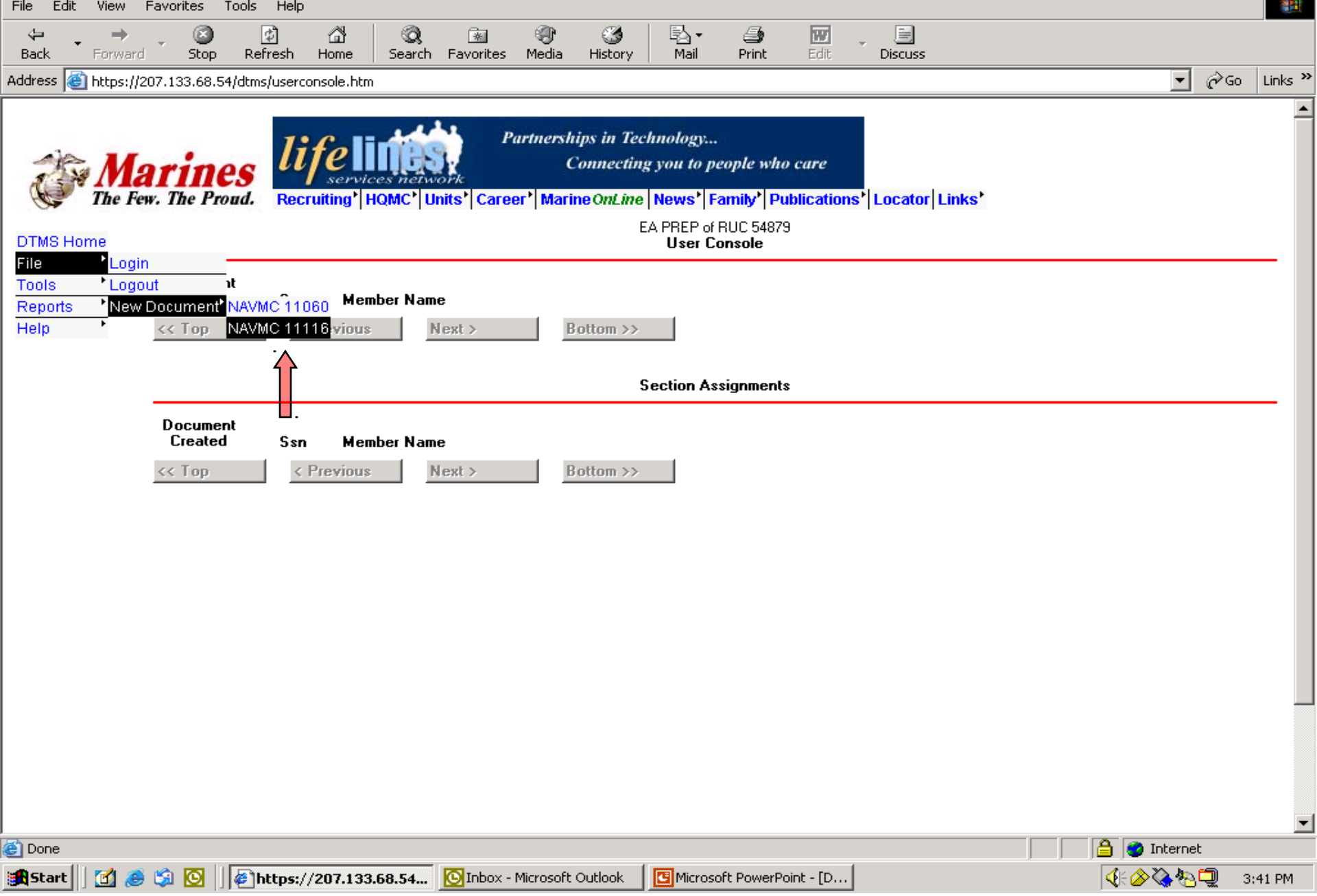
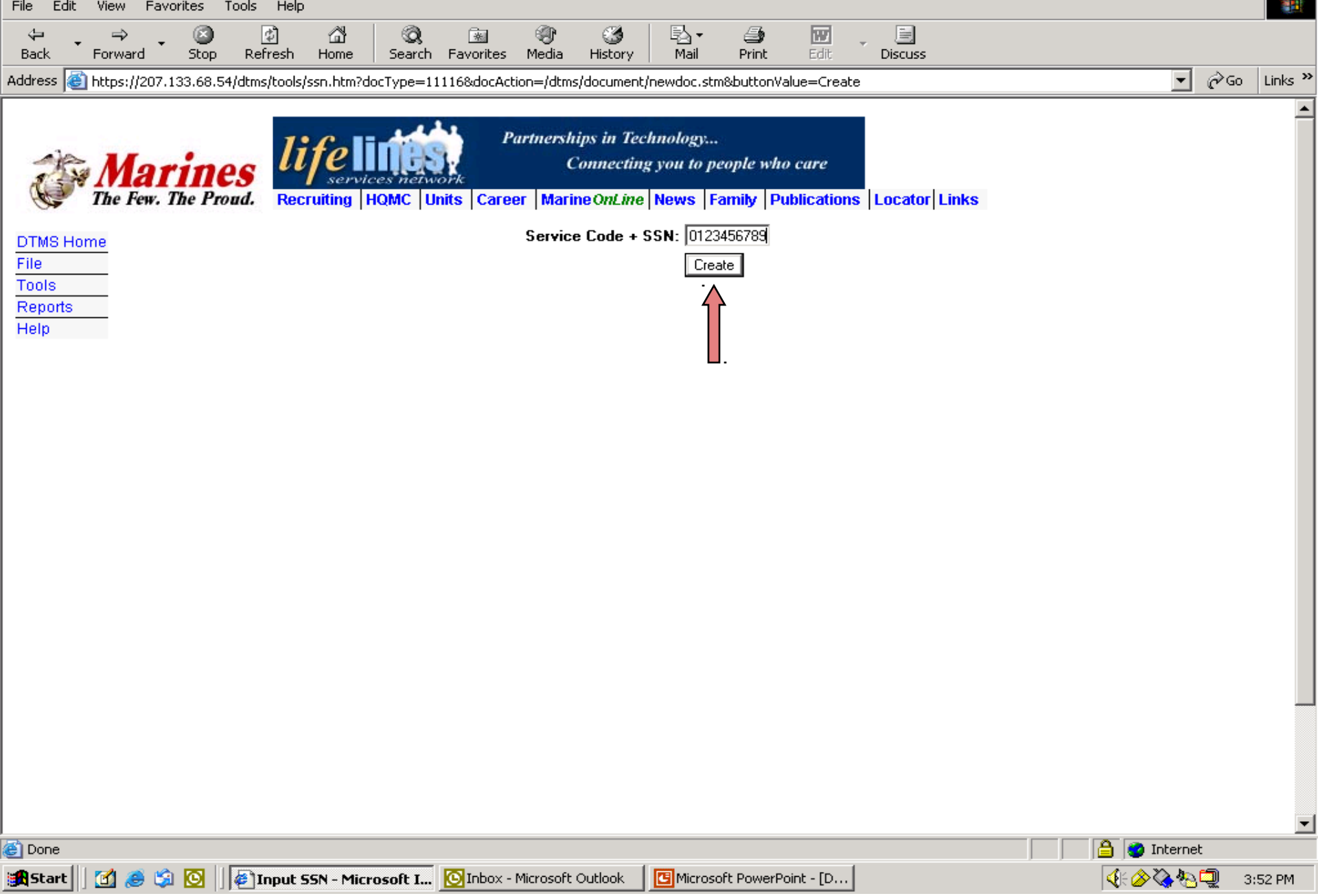
ELSIG Login - Microsof...
Inbox - Microsoft Outlook
Microsoft PowerPoint - [D...
3:21 PM

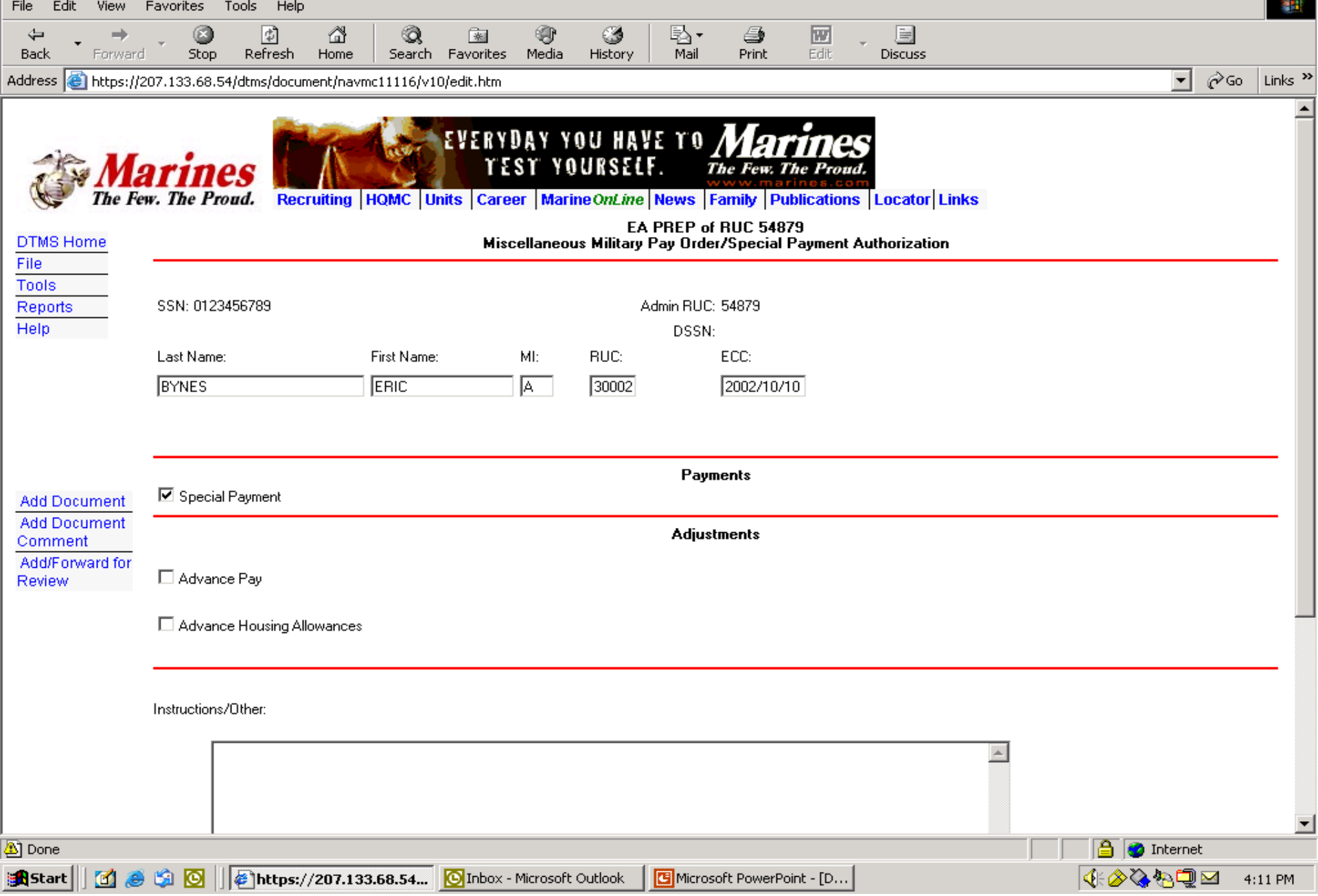
Fill in the appropriate information then click Login



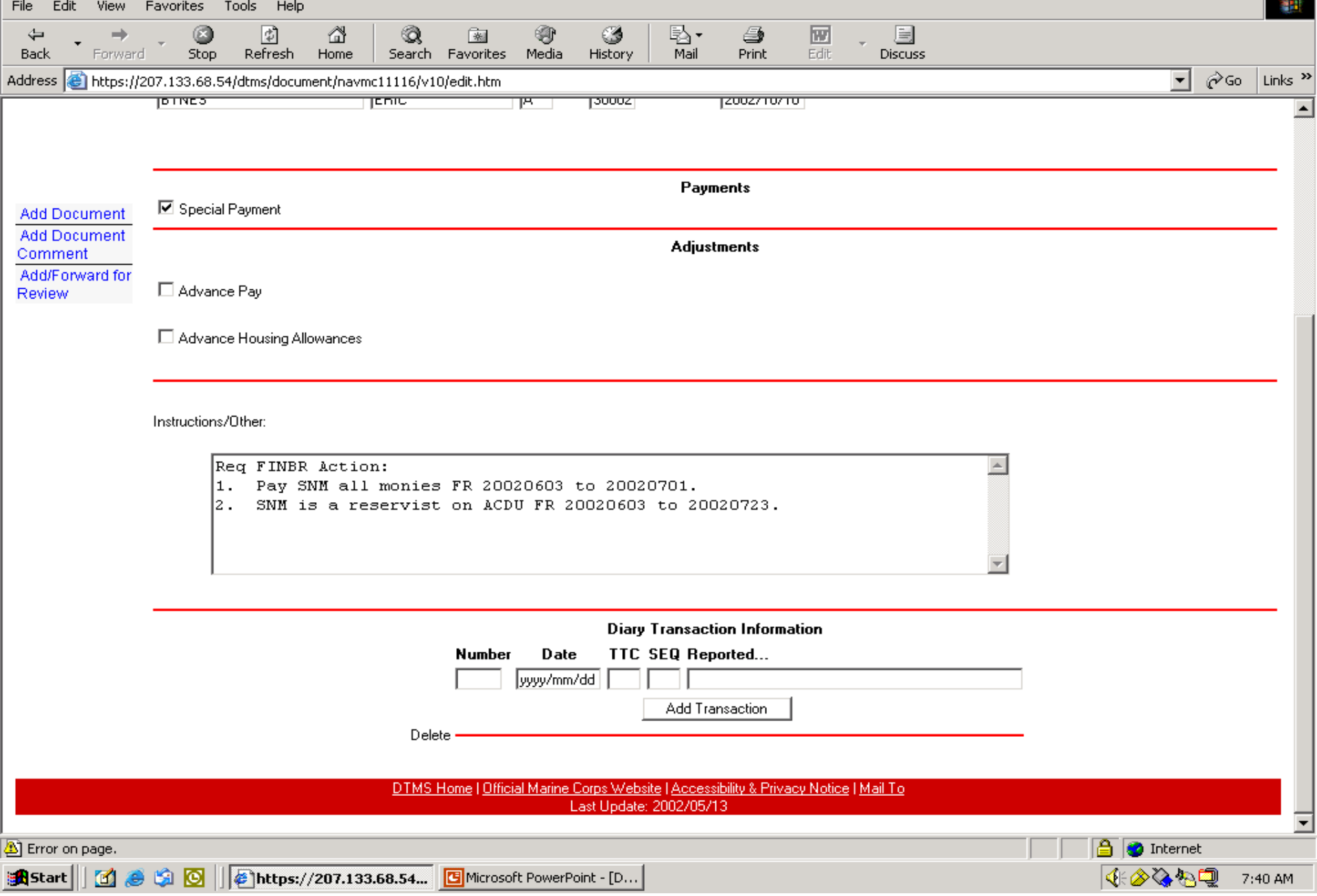
Click on File – New Document – then select the document. In this case NAVI



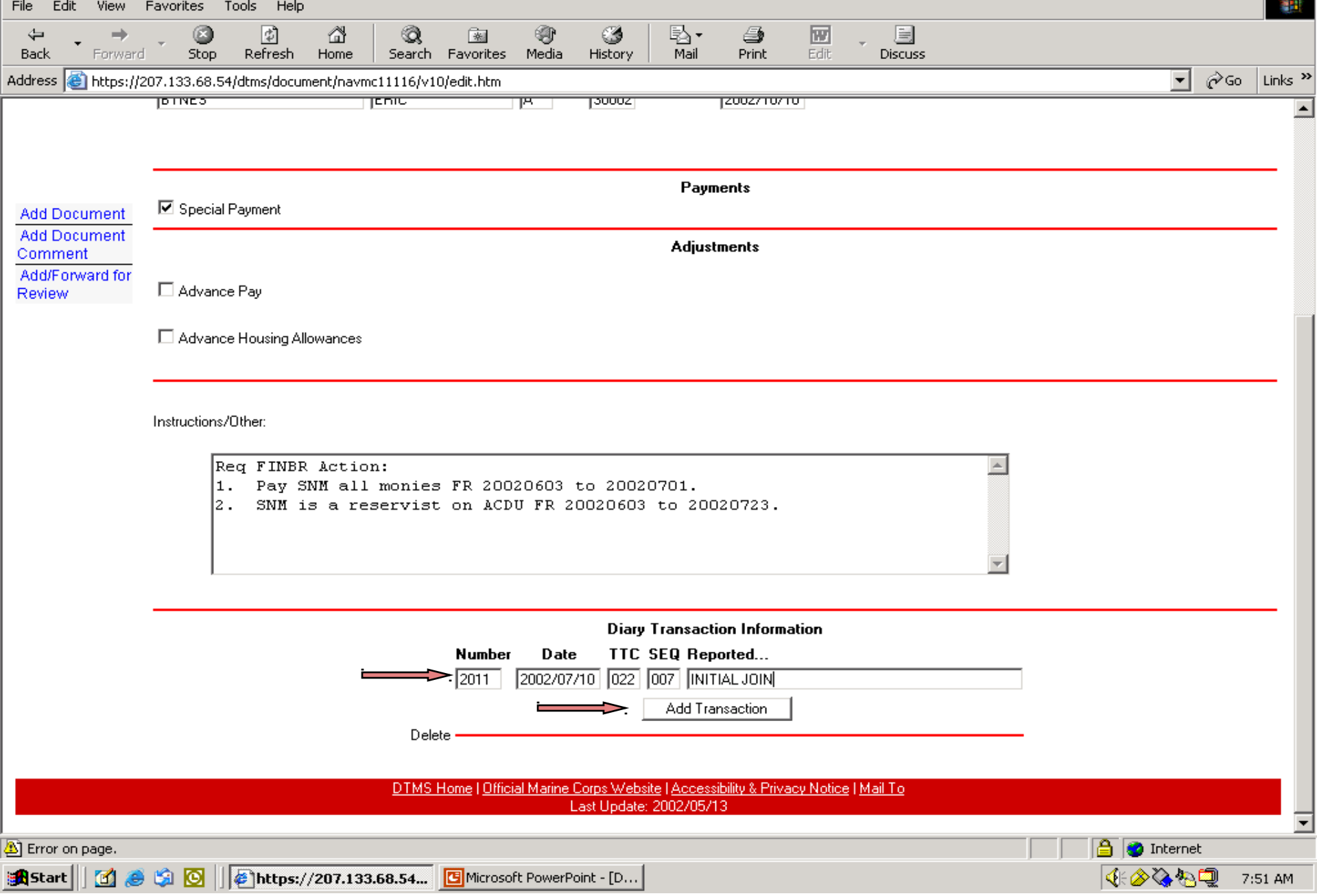
Type the SSN of the member you wish to create the document for and c



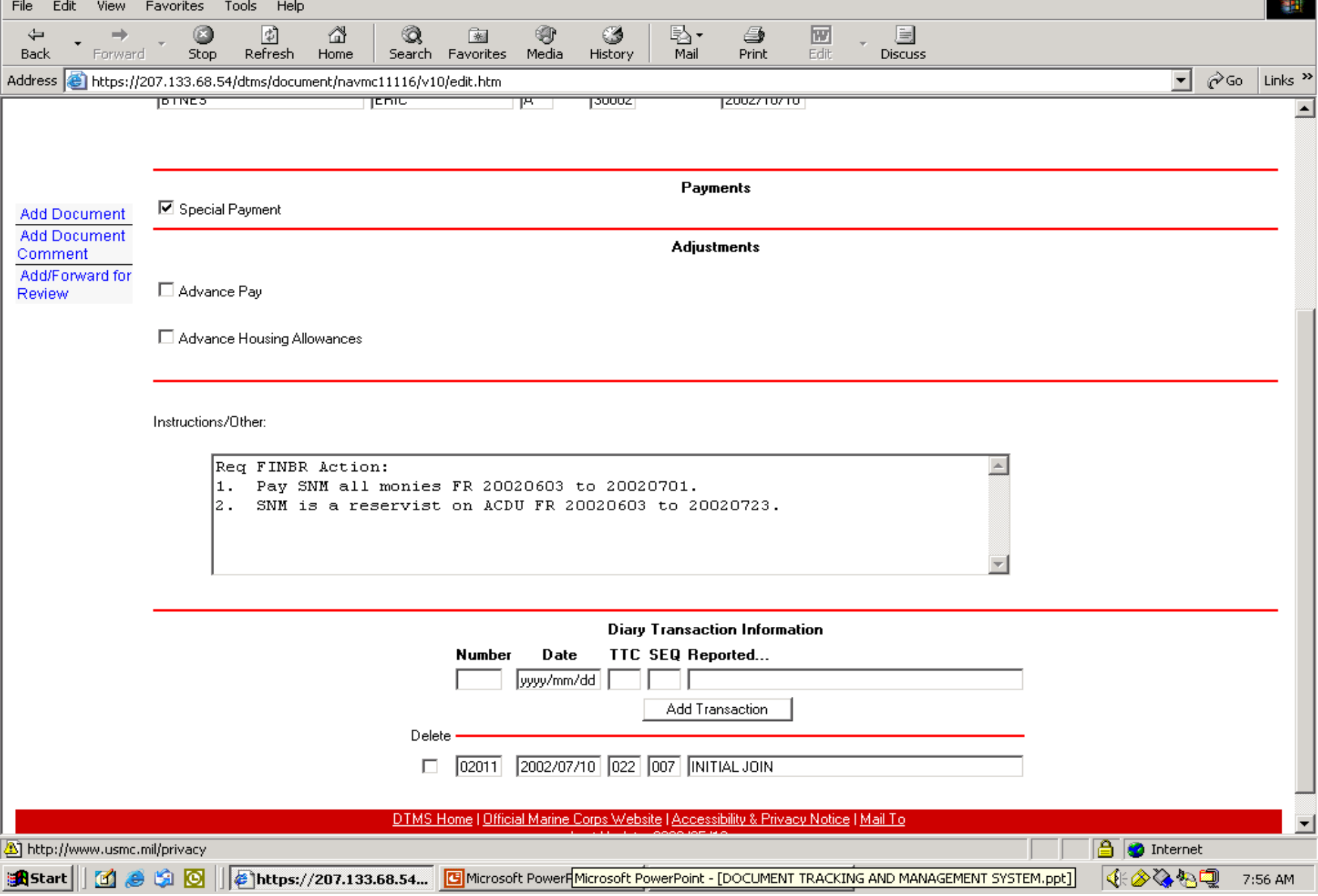
The Marine's information will auto populate. Click on the type of payment
Payment)



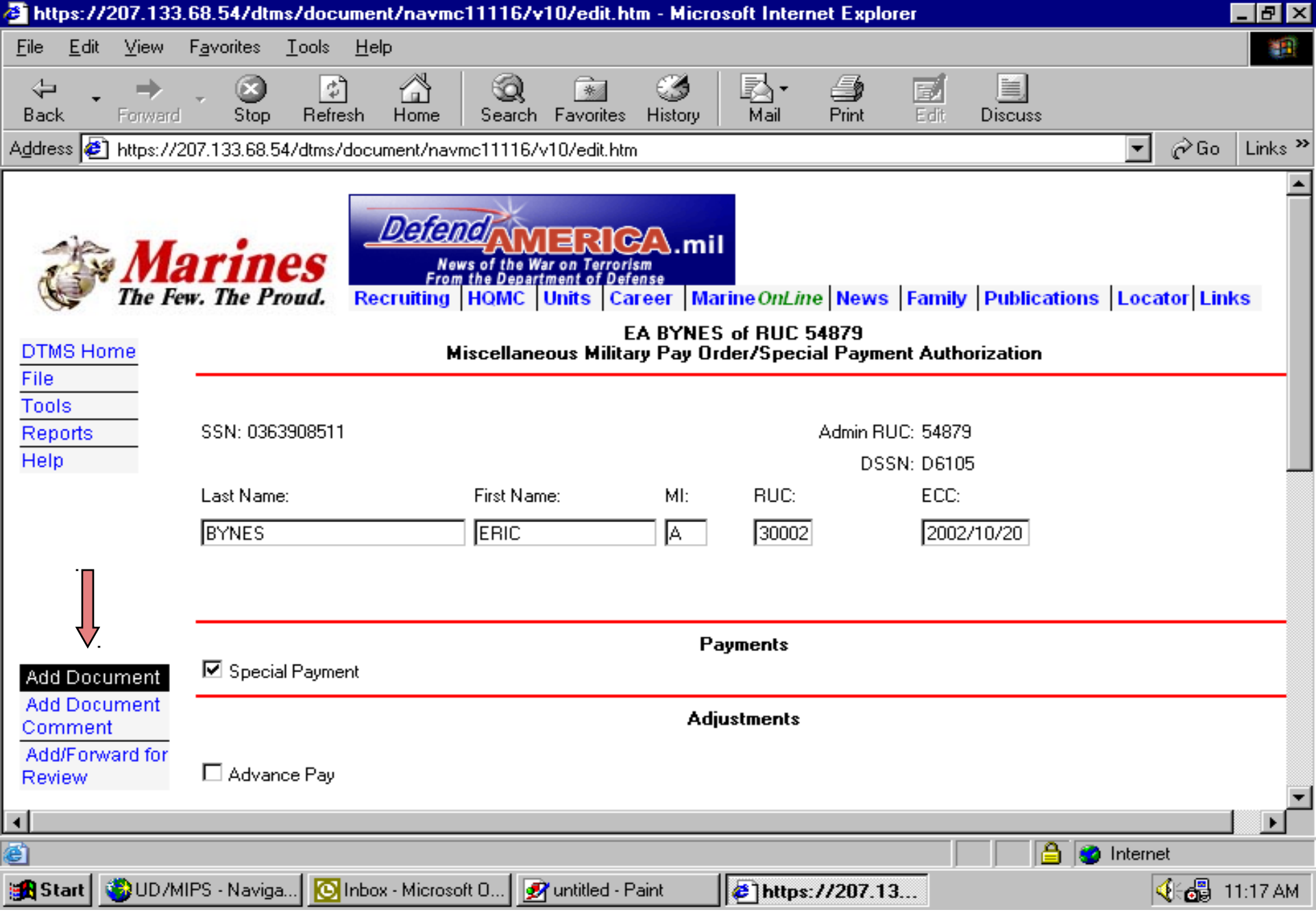
Scroll down and fill in the instructions for the finance office.



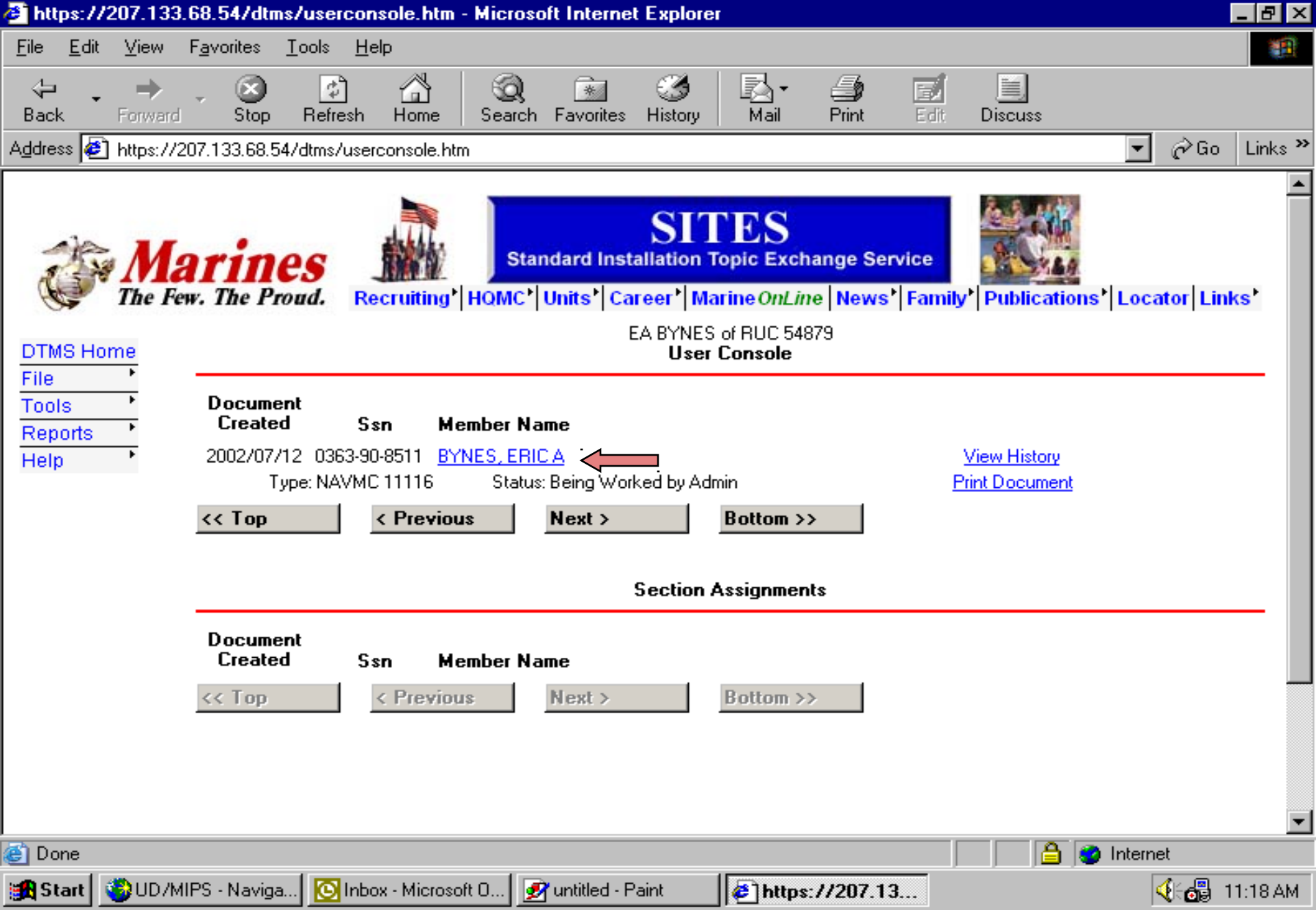
If diary transactions are needed fill in the available blocks under Diary Transaction



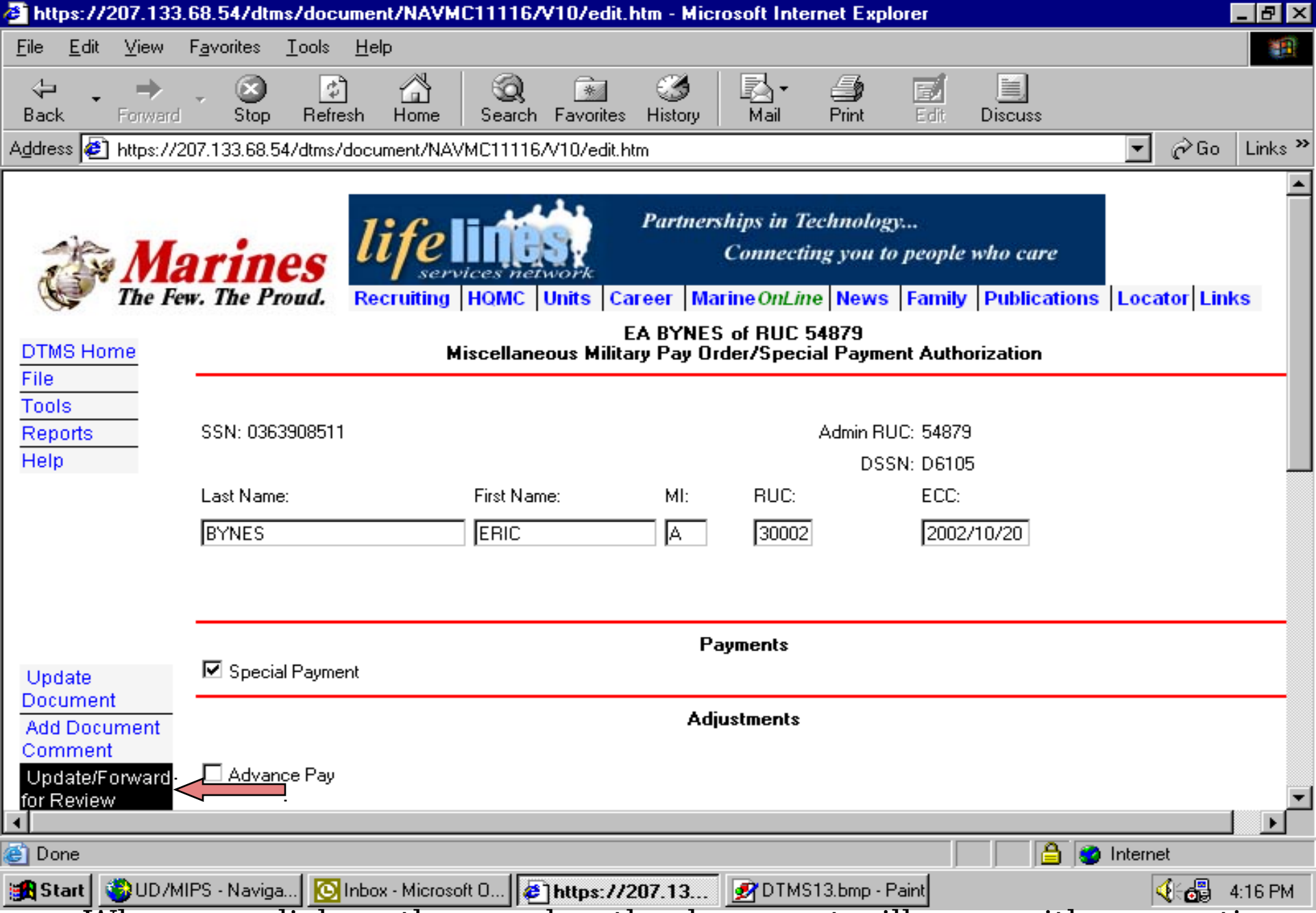
When you click Add Transaction it will be added to the document. To delete check the box next to the added transaction and it will not appear on the do



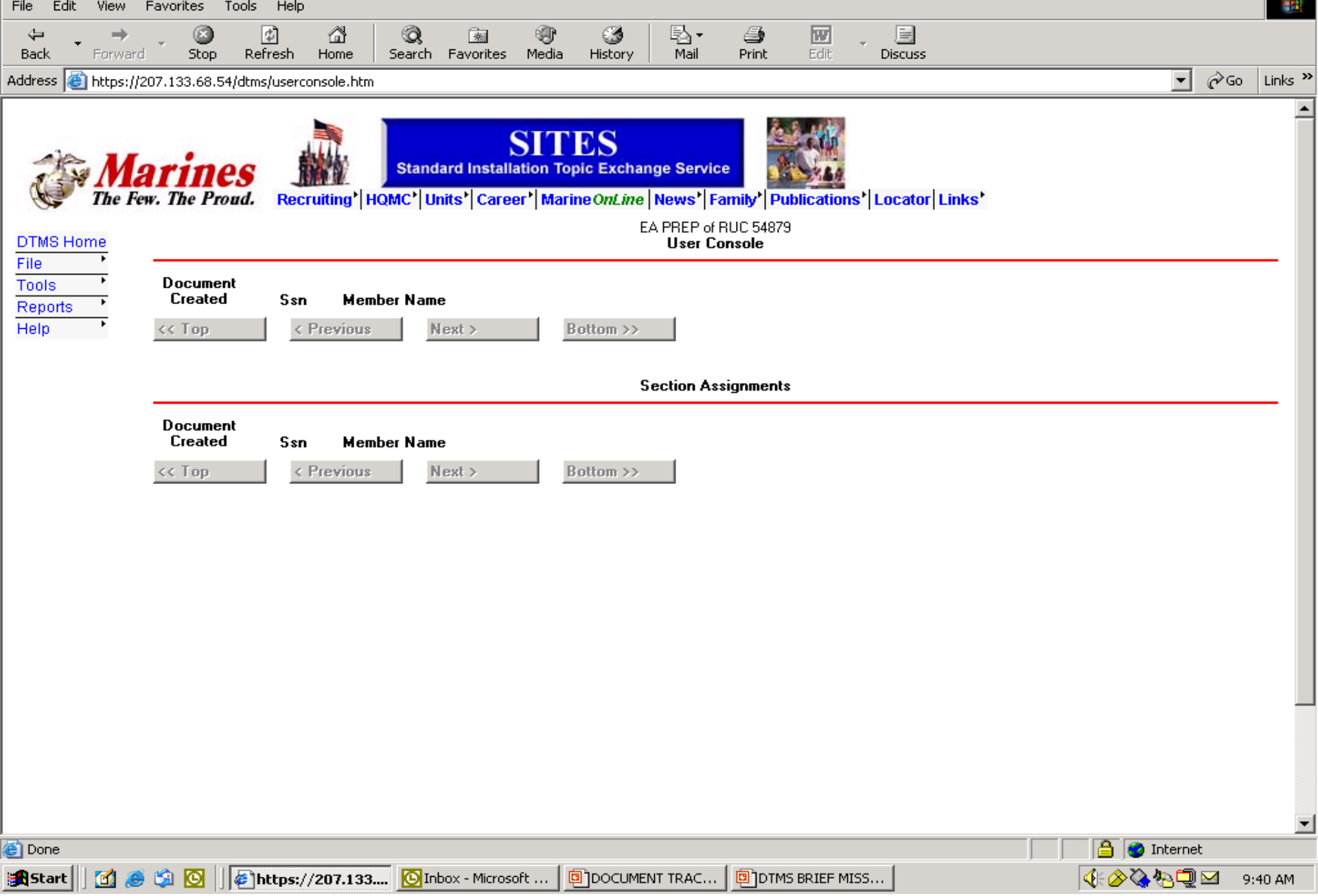
Once all appropriate action is taken click Add Document



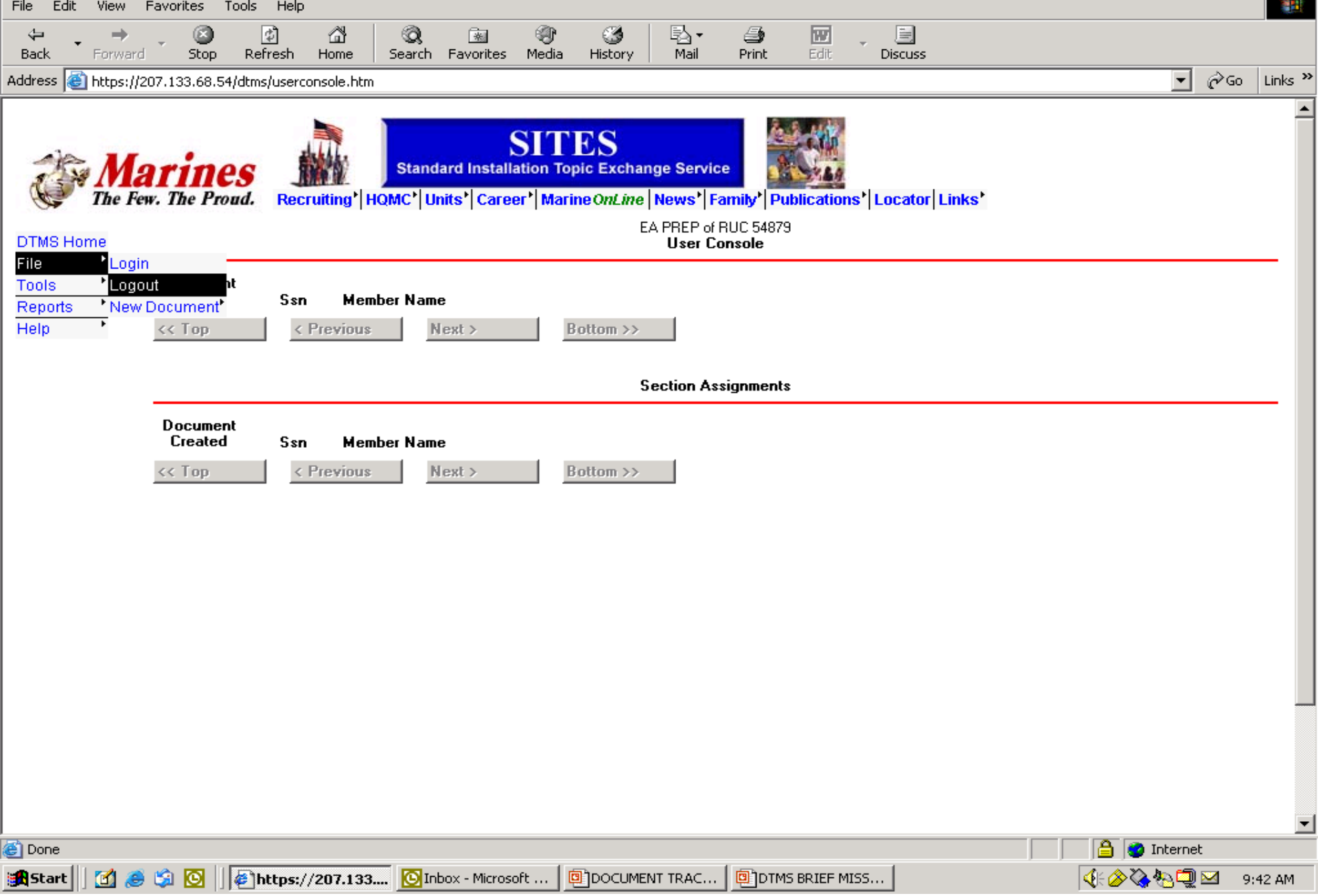
Now your User Console has been populated with the document that was
To continue click on the members name.



When you click on the member the document will open with new options. Document for accuracy then click Update/Forward for Review.



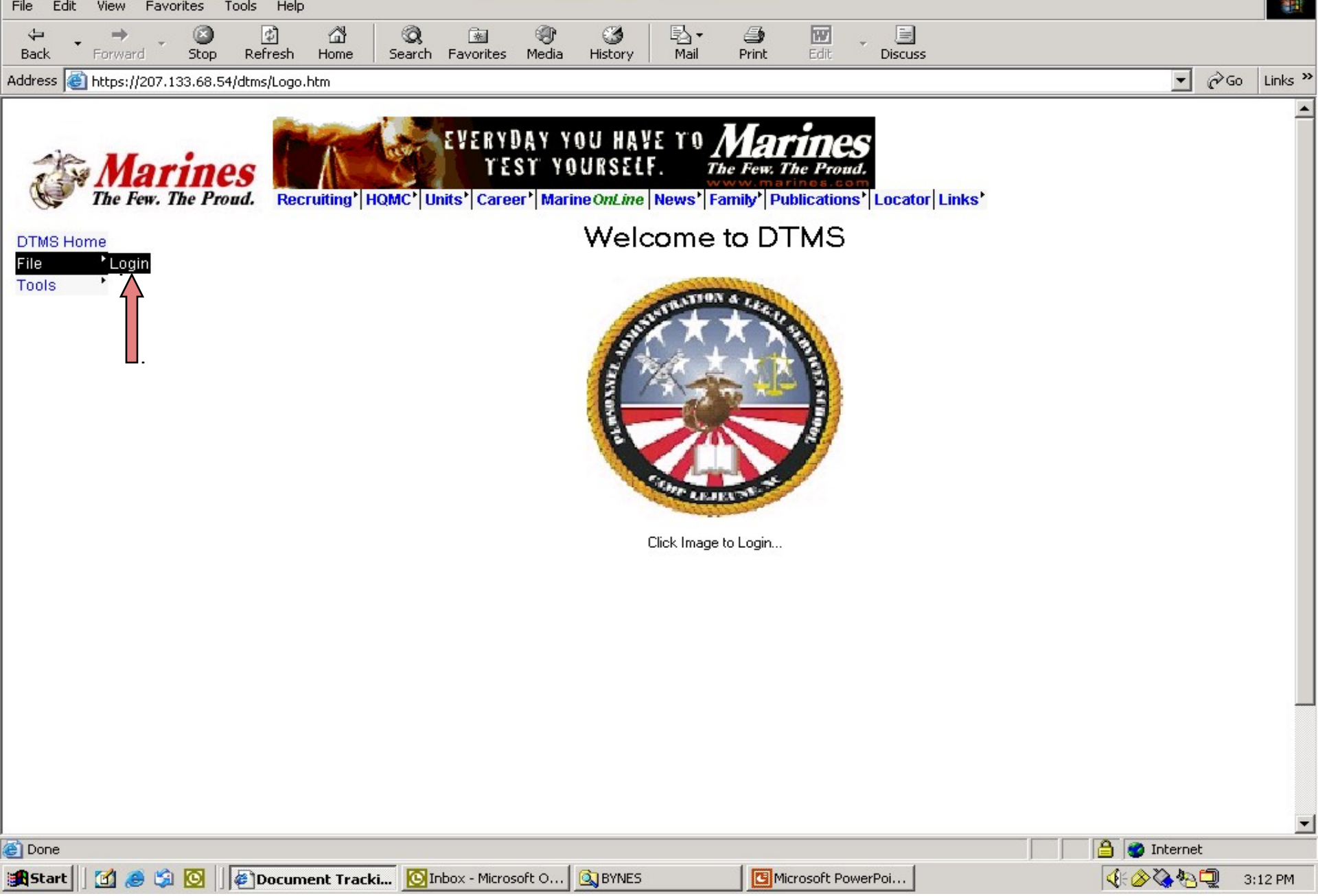
Once the document is forwarded it disappears from the User Conso



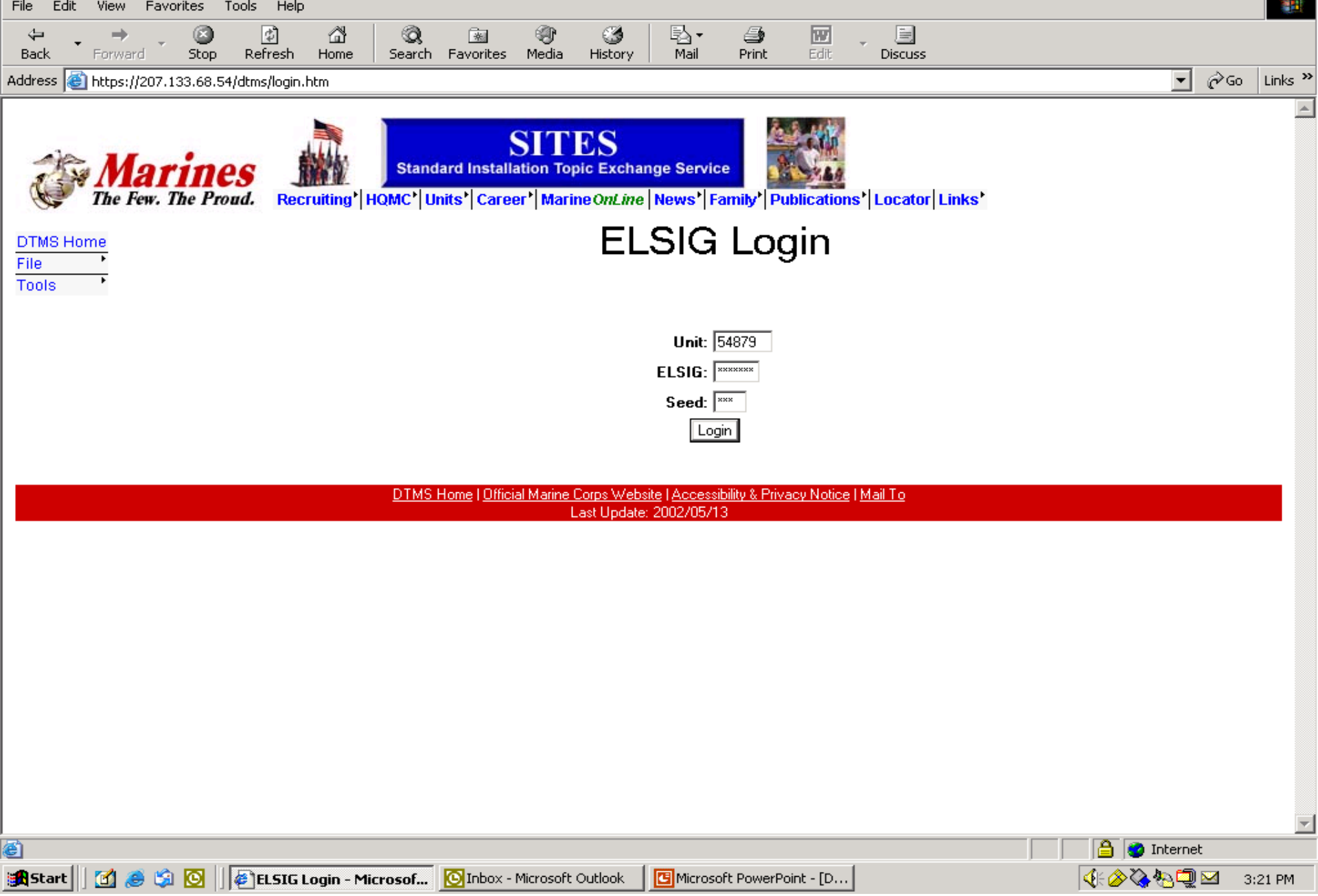
Click File then Logout. This concludes the Preparers Action.

REVIEWERS ACTION

NAVMC 11116



Log into DTMS by clicking on file and Login


File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/login.htm
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File
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ELSIG Login
Unit: 54879
ELSIG: *******
Seed: ***
Login
DTMS Home | Official Marine Corps Website | Accessibility & Privacy Notice | Mail To
Last Update: 2002/05/13
Internet
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ELSIG Login - Microsof...
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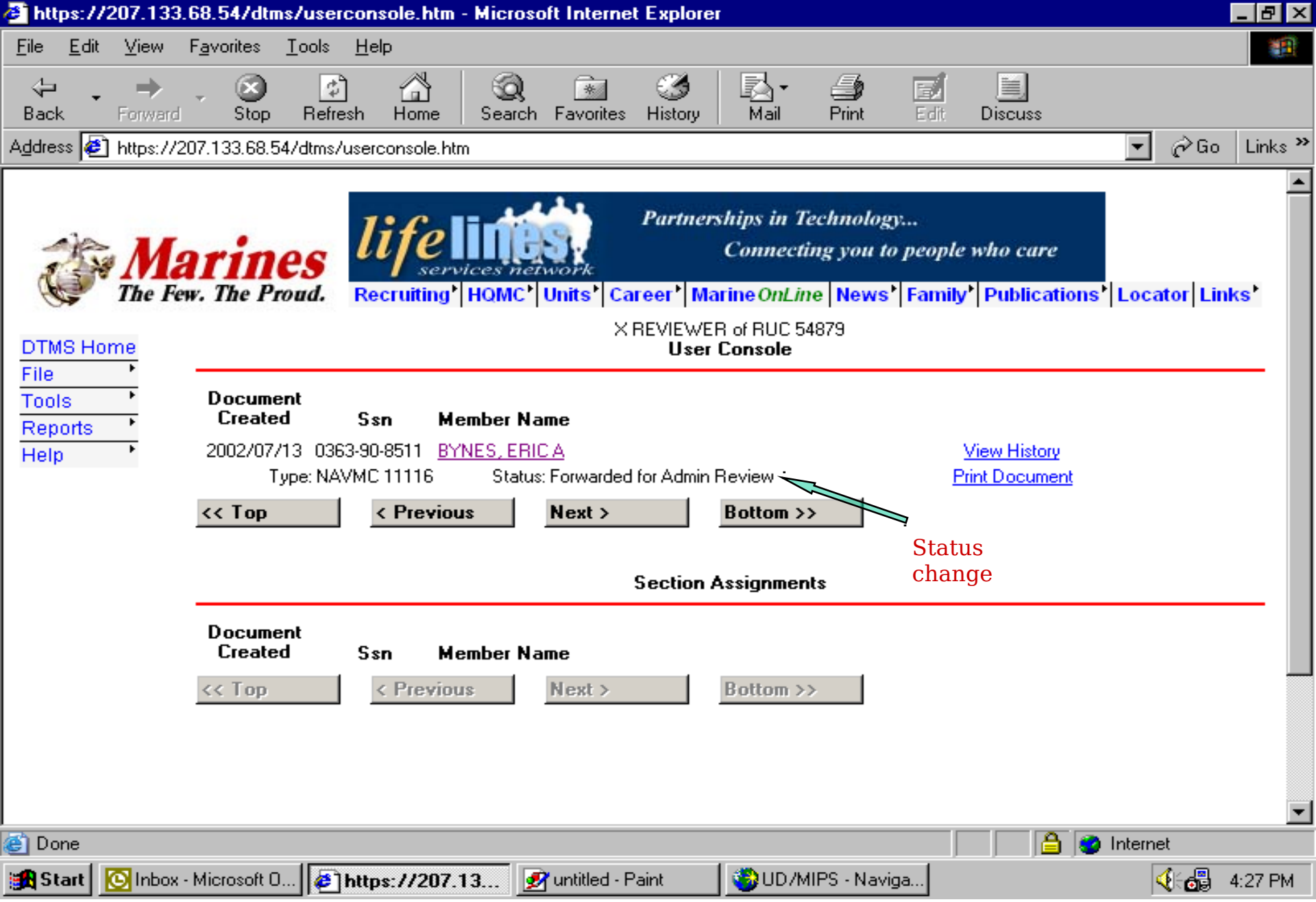
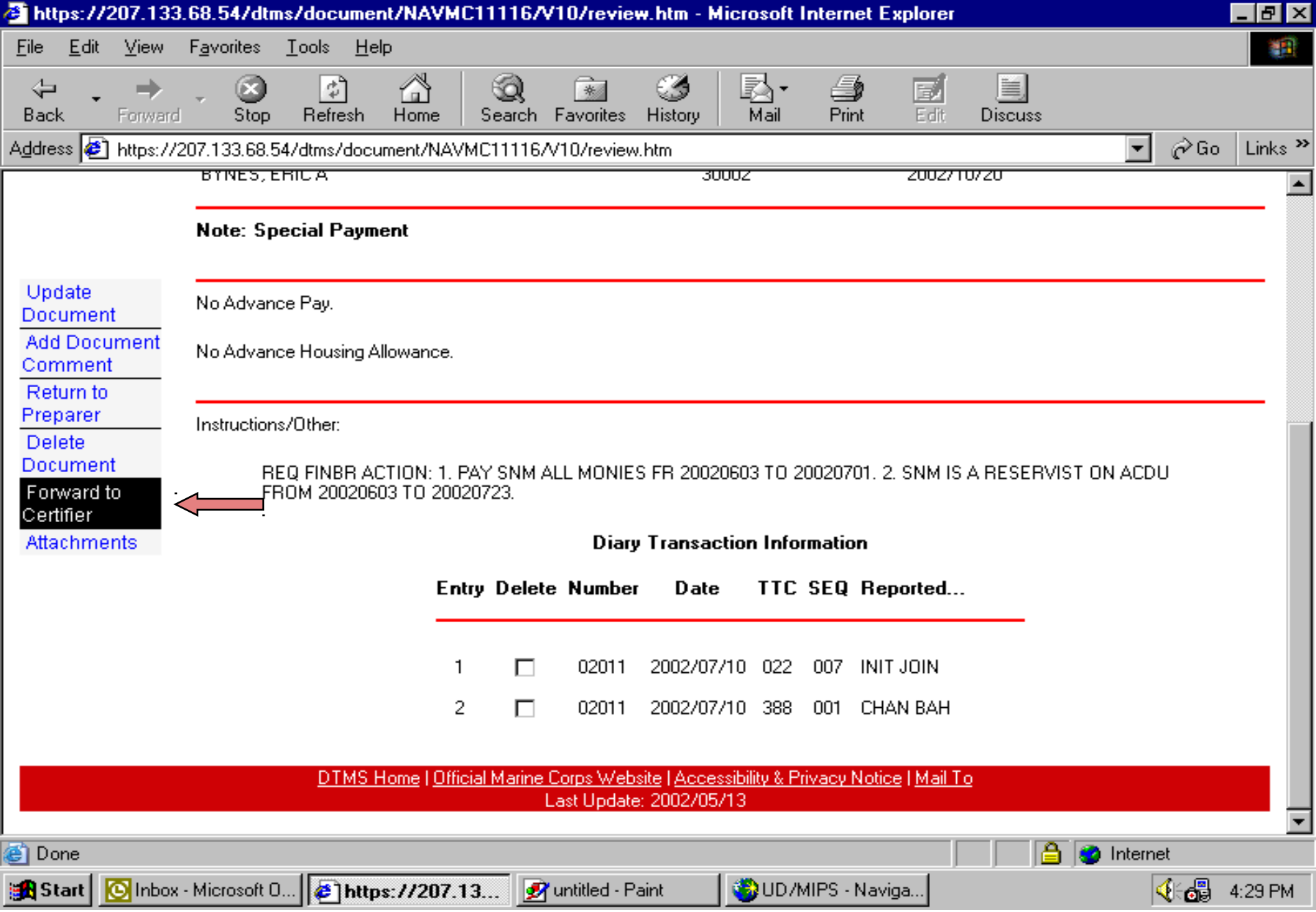
3:21 PM

Fill in the appropriate information then click Login



When the reviewer logs in the document will already be on the User Console. Notice the click on the Marines name.


https://207.133.68.54/dtms/document/NAVMC11116/V10/review.htm - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/document/NAVMC11116/V10/review.htm
Go Links
BYNES, ERIC A 30002 2002/10/20
Note: Special Payment
Update Document
Add Document Comment
Return to Preparer
Delete Document
Forward to Certifier
Attachments
No Advance Pay.
No Advance Housing Allowance.
Instructions/Other:
REQ FINBR ACTION: 1. PAY SNM ALL MONIES FR 20020603 TO 20020701. 2. SNM IS A RESERVIST ON ACDU FROM 20020603 TO 20020723.
Diary Transaction Information
Entry Delete Number Date TTC SEQ Reported...
1 02011 2002/07/10 022 007 INIT JOIN
2 02011 2002/07/10 388 001 CHAN BAH
DTMS Home | Official Marine Corps Website | Accessibility & Privacy Notice | Mail To
Last Update: 2002/05/13
Done
Internet
Start
Inbox - Microsoft O...
https://207.13...
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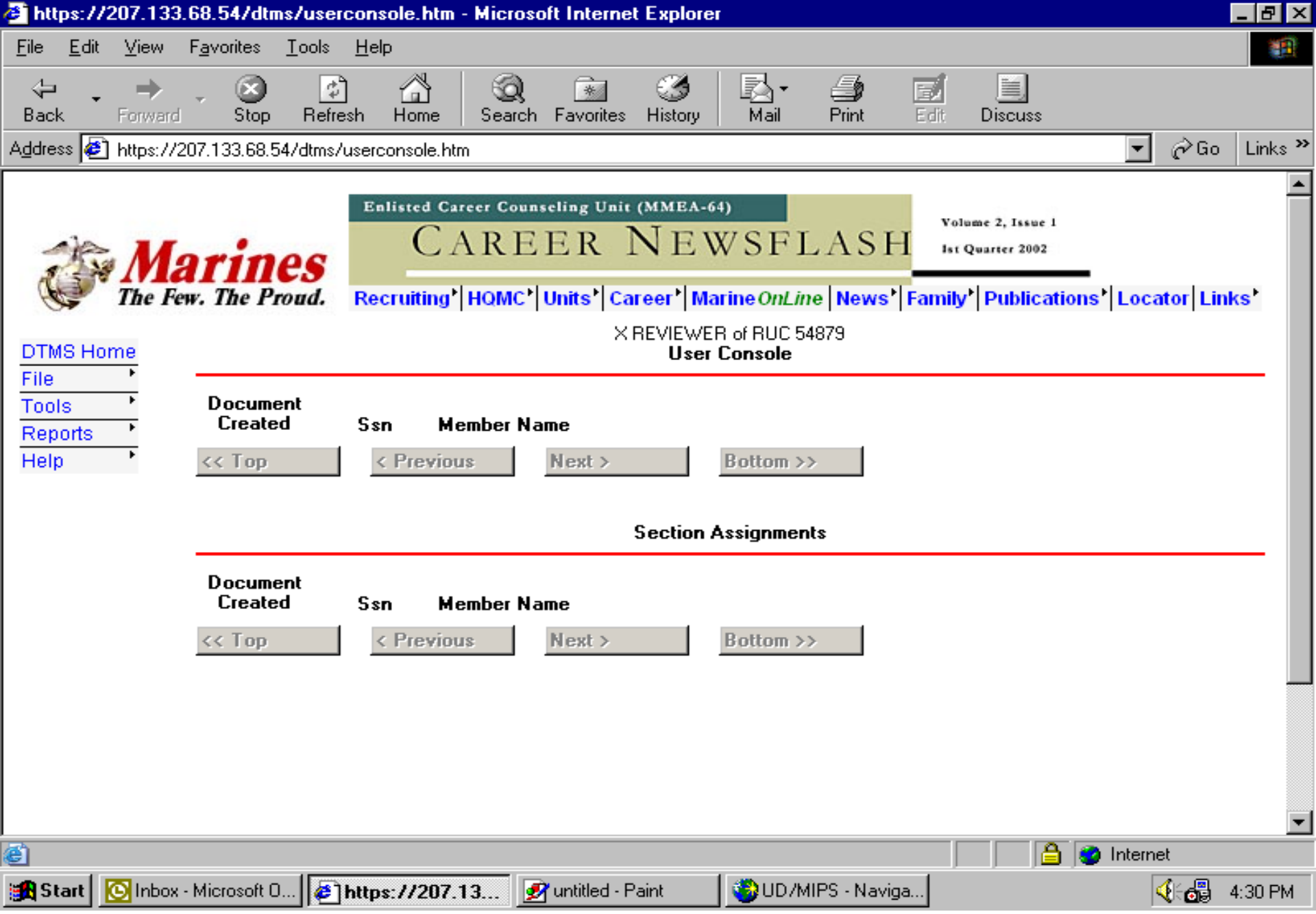
UD/MIPS - Naviga...
4:29 PM

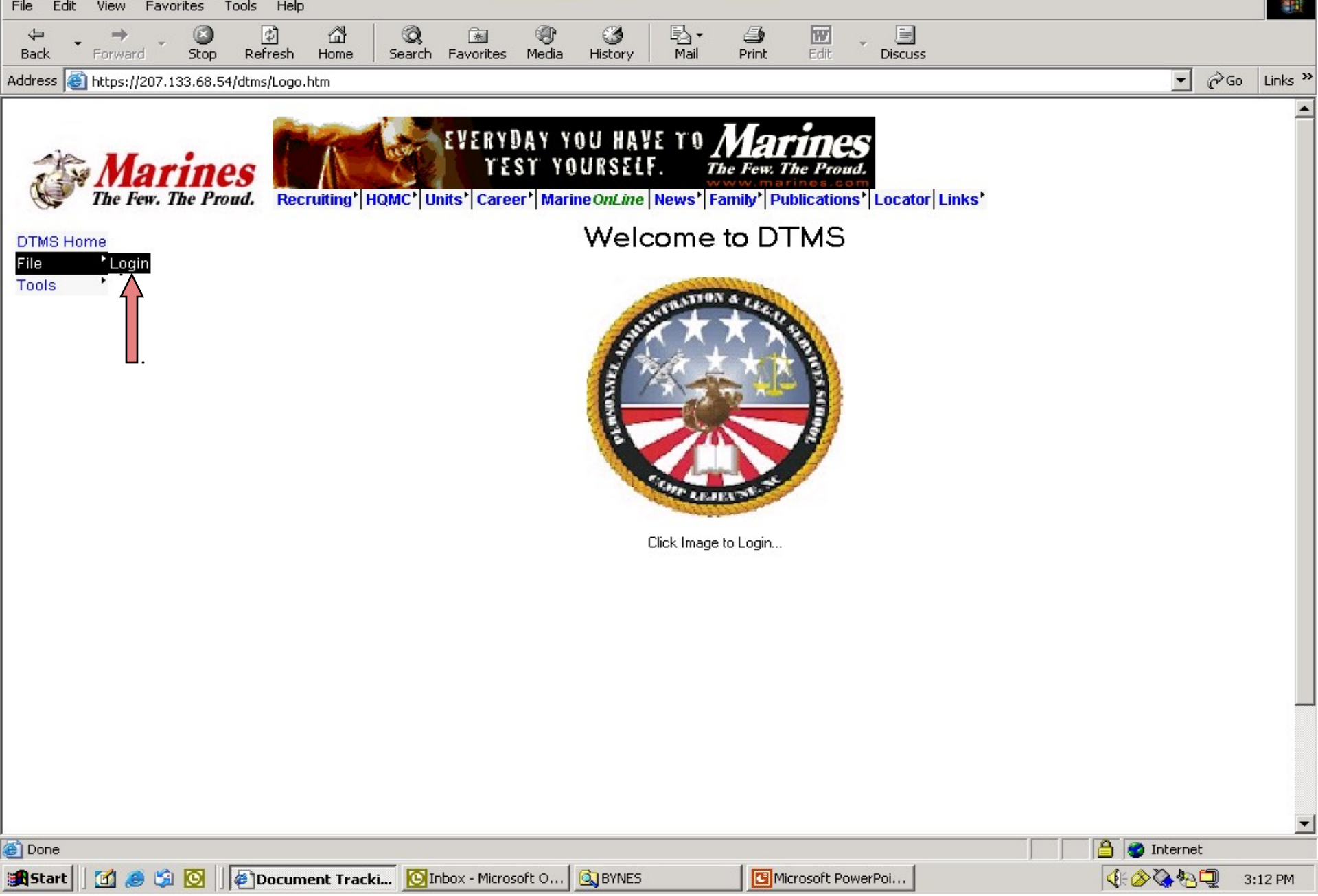
Once the document opens up, the review will check it for accuracy. When t
ready click Forward to Certifier.



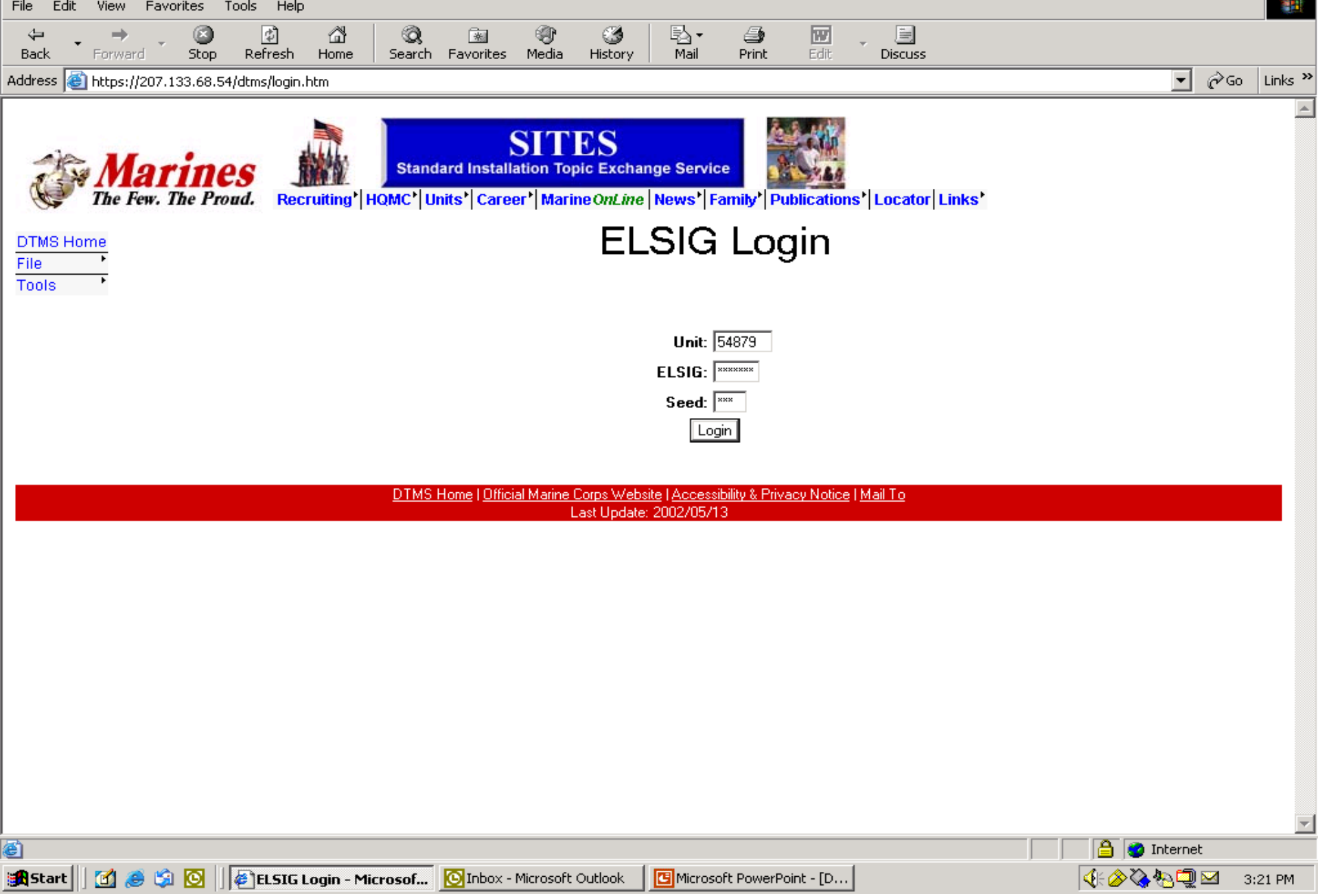
Once the document is forwarded it disappears from the User Conso

Certifiers Action

NAVMC 11116



Log into DTMS by clicking on file and Login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Tools
ELSIG Login
Unit: 54879
ELSIG: *******
Seed: ***
Login
DTMS Home | Official Marine Corps Website | Accessibility & Privacy Notice | Mail To
Last Update: 2002/05/13
Internet
Start
ELSIG Login - Microsof...
Inbox - Microsoft Outlook
Microsoft PowerPoint - [D...
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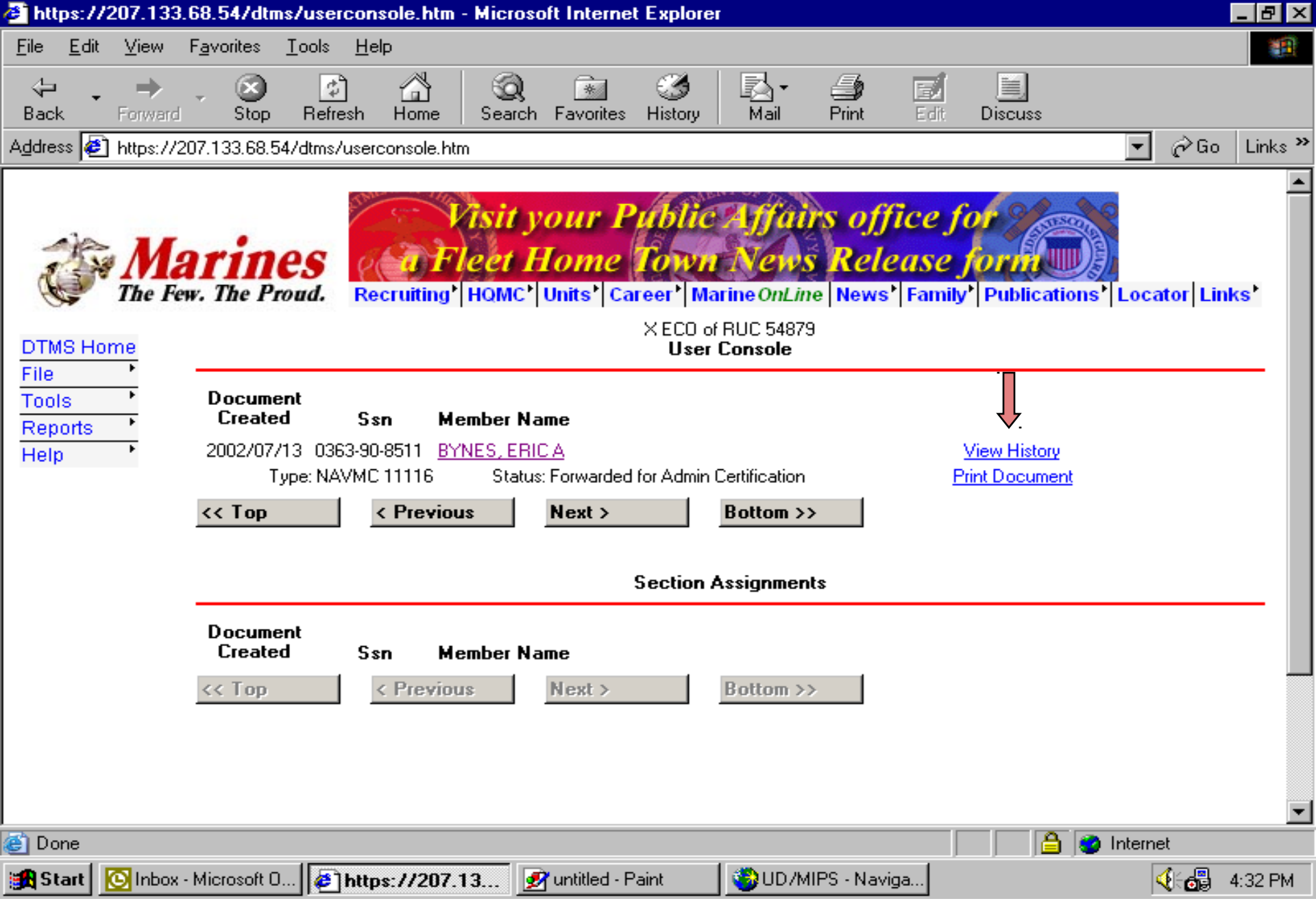
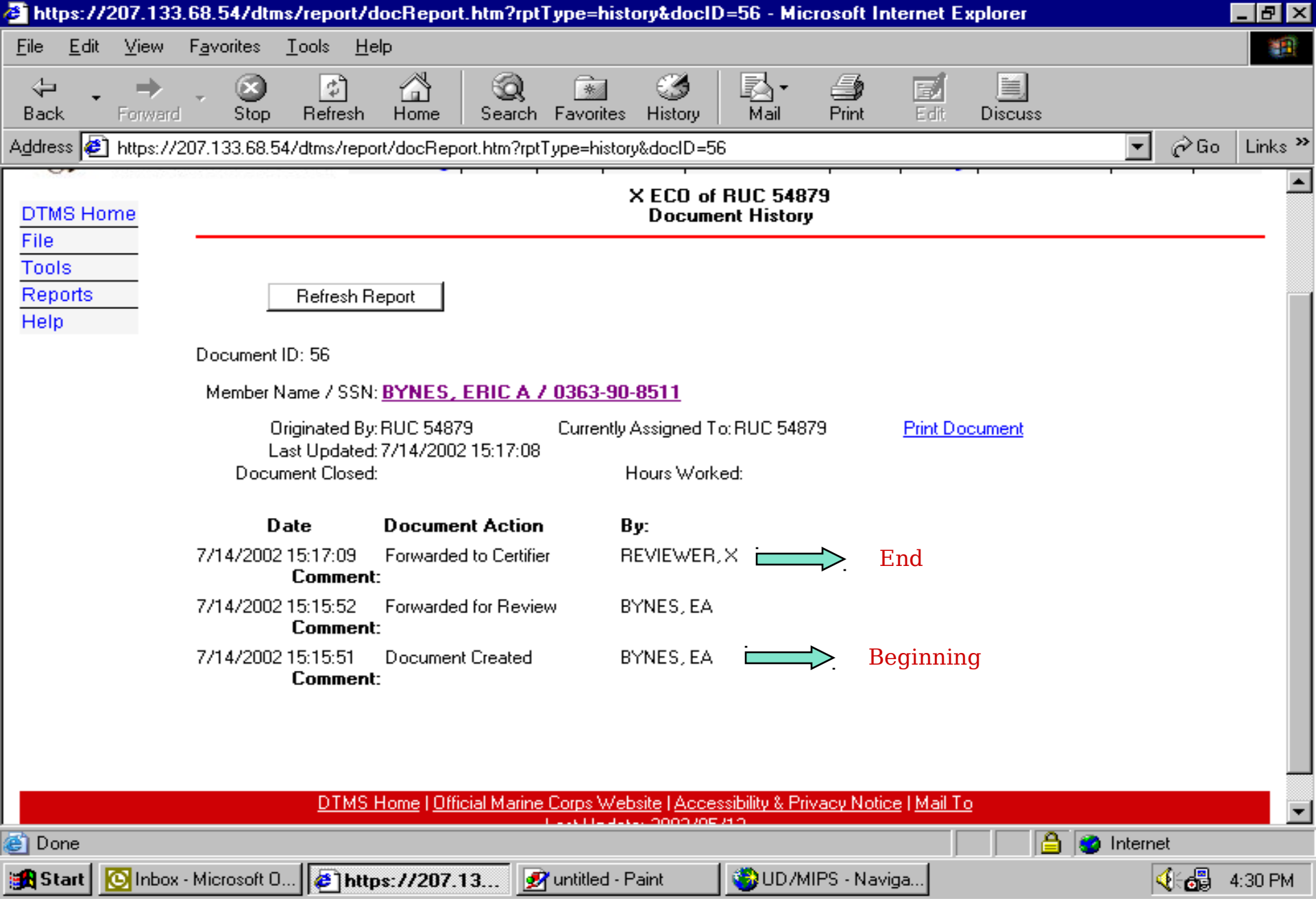
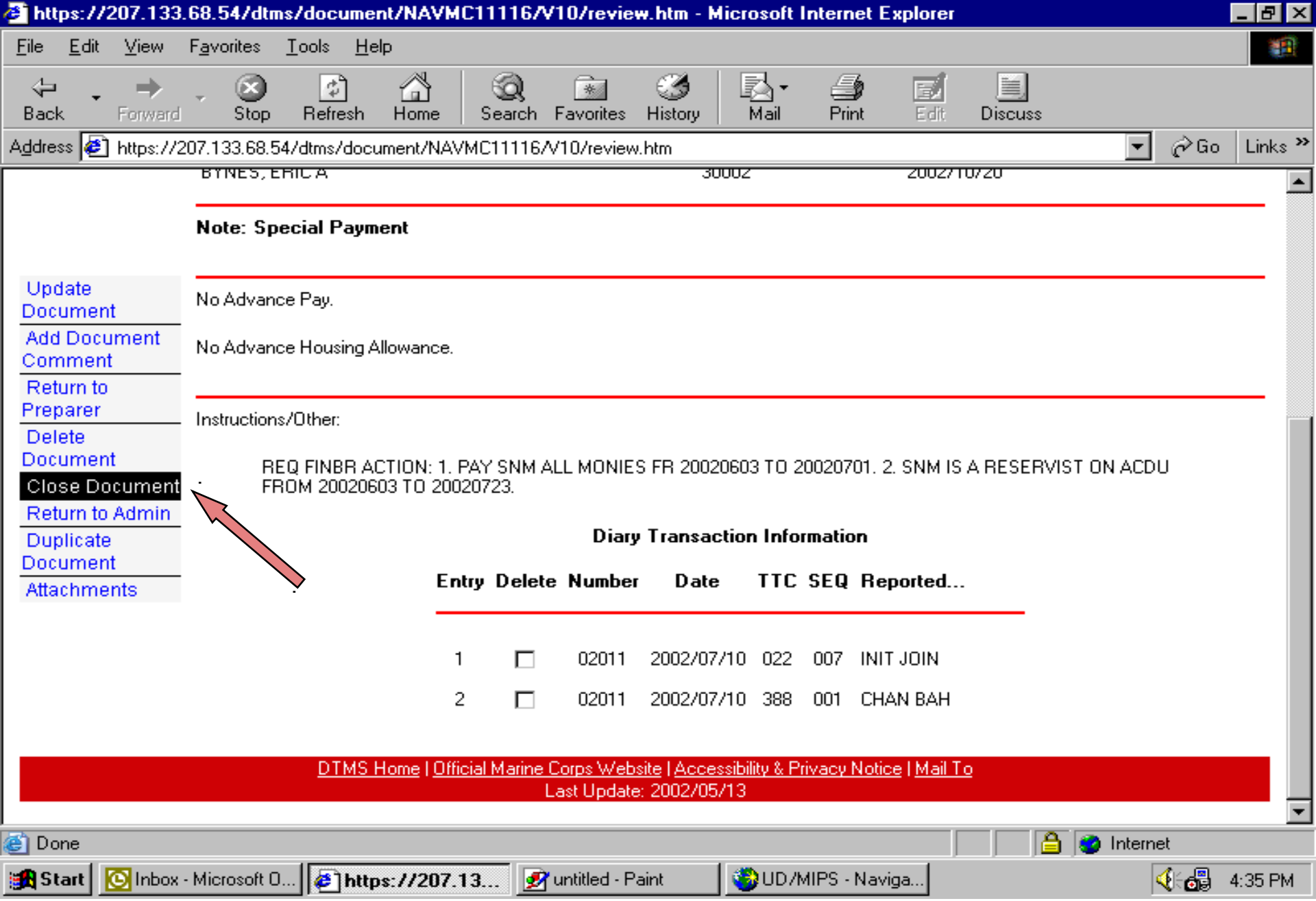
Fill in the appropriate information then click Login



The Certifier's User Console is populated with the document. The Certifier document's history by clicking on View History.



View History shows who worked the document from beginning to e
Certifier is ready to view the document, click on the members name


https://207.133.68.54/dtms/document/NAVMC11116/V10/review.htm - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/document/NAVMC11116/V10/review.htm
Go Links
BYNES, ERIC A 30002 2002/10/20
Note: Special Payment
Update Document
Add Document Comment
Return to Preparer
Delete Document
Close Document
Return to Admin
Duplicate Document
Attachments
No Advance Pay.
No Advance Housing Allowance.
Instructions/Other:
REQ FINBR ACTION: 1. PAY SNM ALL MONIES FR 20020603 TO 20020701. 2. SNM IS A RESERVIST ON ACDU FROM 20020603 TO 20020723.
Diary Transaction Information
Entry Delete Number Date TTC SEQ Reported...
1 02011 2002/07/10 022 007 INIT JOIN
2 02011 2002/07/10 388 001 CHAN BAH
DTMS Home | Official Marine Corps Website | Accessibility & Privacy Notice | Mail To
Last Update: 2002/05/13
Done
Internet
Start
Inbox - Microsoft O...
https://207.13...
untitled - Paint
UD/MIPS - Naviga...
4:35 PM

When the Certifier is finished reviewing the document, click on Close Docu
Forward the document to disbursing so that they can take the necessary ac

Points of Contact

For support contact your servicing MISSO.

- SSgt Magwood A.
  Magwooda@lejeune.usmc.mil
  DSN: 751-7746
  COMM: (910) 451-7746
- SSgt Graham A. K.
  Grahamak@lejeune.usmc.mil
  DSN: 751-7746
  COMM: (910) 451-7746

Points of Contact

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Bynesea@manpower.usmc
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HQMC MIF
DSN: 278-9051
COMM: (703) 784-9051